RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA BARBARA ESTABLISHING AN ELECTRONIC CAMPAIGN DISCLOSURE FILING SYSTEM

WHEREAS, on July 17, 2007, the City Council approved the Municipal Election Campaign Disclosure Ordinance and directed City Clerk's Office staff to proceed in securing a vendor to provide electronic filing software for campaign disclosure forms; and

WHEREAS, on May 31, 2008, the City of Santa Barbara secured contract services with NetFile, establishing an electronic campaign disclosure filing system.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA AS FOLLOWS:

SECTION 1. Municipal Code Chapter 2.03 describes the mandates of the City's electronic campaign reporting and disclosure process.

SECTION 2. Electronic filers shall effectuate their filings as outlined in the Exhibit to this resolution.

SECTION 3. The effective date of the electronic reporting and disclosure requirements shall be the next municipal election following adoption of this resolution.

EXHIBIT

NetFile Agency System

E-Filer Users Guide

Version: 1

Created: 9/12/2007

Last Updated: 12/27/2007

NETFILE

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Introduction

The NetFile E-Filer System

The NetFile e-filer system is designed to allow users to enter all the transactions needed to fill out disclosure statements for filing electronically as well as on paper. Transactions include contributions, disbursements, loans and bills. The e-filing system stores this information for future use allowing the user to add, edit and delete information in reference to the disclosure statement being filed. Once e-filed, a paper copy of this disclosure statement can be printed allowing the user to hand in an exact duplicate of the e-filed document in paper form to their filing authority. The system is not designed to provide extra reports or banking functions beyond getting disclosure statements filed.

NetFile will continue to update and refine this e-filer system and we welcome comments or suggestions. Contact us at filerhelp@netfile.com.

Requirements

The e-filer system is a web-based service allowing anyone with internet access to use the system.

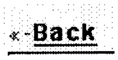
System requirements and required software

- Any computer with internet access.
- Web browser software such as Internet Explorer (6+), Mozilla Firefox (1+), Netscape (7+), etc.
- A compression utility such as WinZip or StuffIt Expander. (Windows XP has a built in compression utility so there is no need to install a compression utility.)
- PDF reader such as Adobe Reader or FoxitReader.

Web browsers, compression utilities and PDF reader software are available free for download. (Links above will open a new window to the software home page.)

Terminology

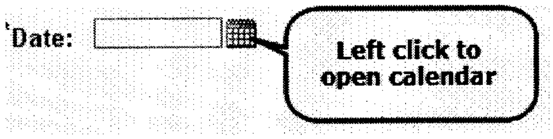
Back Link



Click to go back to last page.

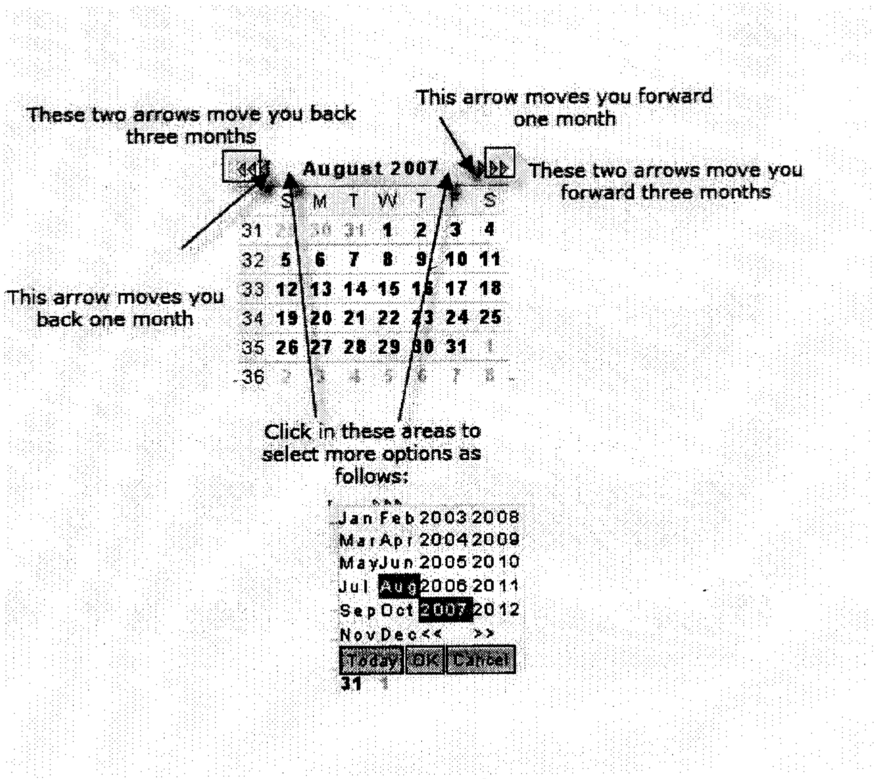
Calendar Pop-Up

The pop-up calendar provides an easy way to select a date as an alternative to typing in a date.



Left click to open calendar

Use the forward and back arrows to move between days, months and years (**Figure 1**).


August 2007
S M T W T F S
Jan Feb 2003 2008
Mar Apr 2004 2009
May Jun 2005 2010
Jul Aug 2006 2011
Sep Oct 2007 2012
Nov Dec << >>
Today OK Cancel

These two arrows move you back three months

This arrow moves you forward one month

These two arrows move you forward three months

This arrow moves you back one month

Click in these areas to select more options as follows:

Figure 1

Drop-Down Lists

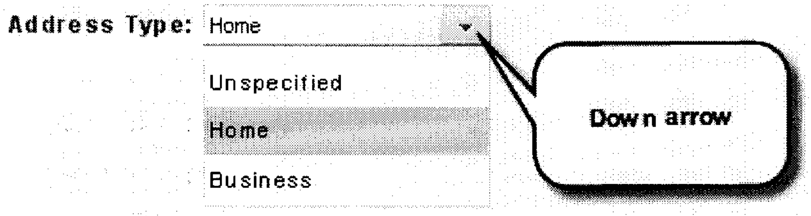
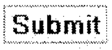


Figure 2

Drop-down lists (**Figure 2**) provide you with a list of items to choose from that are defined by the application itself. Clicking the down arrow opens the list that you can select from by clicking on one of the choices. You cannot type a selection in the list box, nor can you add to the list through any other means.

Function Buttons

Submit 

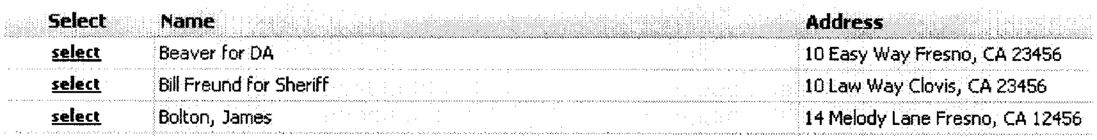
Click on this button to add or update information to the system. If information is added or updated successfully a message at the top of the screen confirms this. If there are errors e.g. required field is not completed you will receive a message at the top of the screen 'Please correct these error (s) to continue' and gives the reason for the error. To continue, correct the error and click **Submit**.

Browse

Click on this button to find a file to upload from your computer.

Grid Pages

Information that is presented in the form of a grid e.g. a search grid (**Figure 3**)



Select	Name	Address
select	Beaver for DA	10 Easy Way Fresno, CA 23456
select	Bill Freund for Sheriff	10 Law Way Clovis, CA 23456
select	Bolton, James	14 Melody Lane Fresno, CA 12456

Figure 3

If the information presented requires more than one page to display the following bar appears at the bottom of the grid (**Figure 4**):

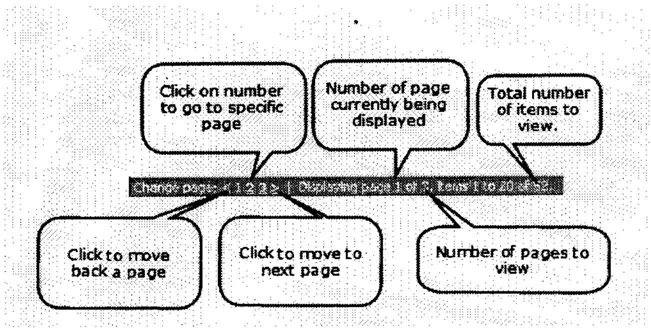
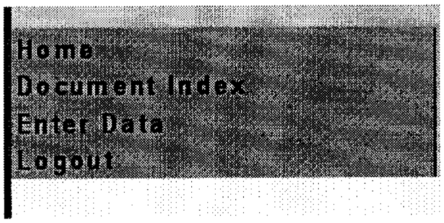

Click on number to go to specific page
Number of page currently being displayed
Total number of items to view.
Click to move back a page
Click to move to next page
Number of pages to view

Figure 4

Help Symbol

Move your pointer over the to see context specific help on the screen.

Left Navigation Bar


Home
Document Index
Enter Data
Logout

The left navigation bar is present on the page from all screens in the system so you can quickly move to another area of the program.

Required Field

*

Red asterisk in front of field denotes that information must be entered into this field otherwise you will receive an error message.

Users Guide - Conventions

Note: Highlights information that can provide time saving tips or point out information that you may need to remember for future use.

Caution: Warns of situations that can cause problems that may require time consuming work to correct.

Links

Words that are in color and underlined are links to:

- Other areas of the help documentation e.g. Edit a transaction
- Links to other helpful websites e.g. WinZip (This link opens a new window to the software home page for this compression utility software)
- A link to your e-mail program to send an e-mail to NetFile support at filerhelp@netfile.com.

Getting Started

Login/Logout

To login to the e-filer system, you must have your own filer ID and password. These are assigned by your filing authority. If you lose your filer ID/password you need to contact your filing authority. Your filer ID will not change but if you have forgotten your password a new password will need to be assigned to you.

Login to your account

Using your web browser, browse to the **Filer Login** page.

1. Type your filer name and password (**Figure 5**).
2. Click **Login.**

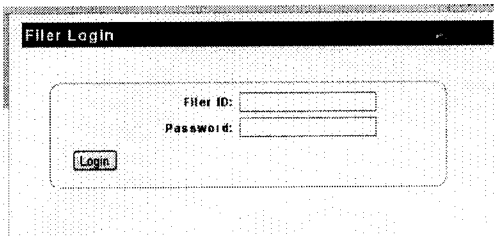
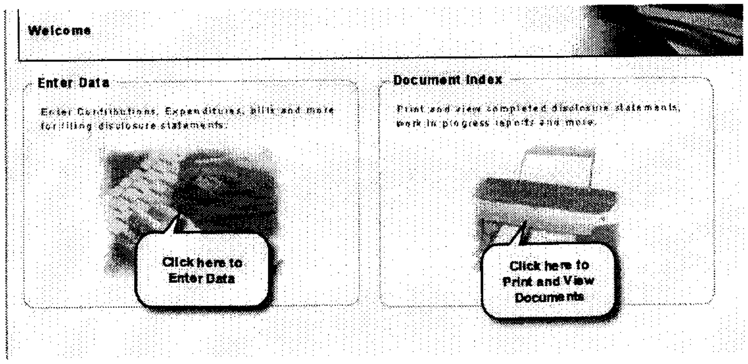

Filer Login
Filer ID:
Password:
Login

Figure 5

If an error occurs, check for mistyped filer-ID and/or password. Carefully retype both, and then click **Login** again. If you are still unable to login, contact your filing authority to verify your filing ID and password.

Note: User names and passwords are not case sensitive.

3. Once you are logged into your account, you will be on the Filer Home page (**Figure 6**).


Welcome
Enter Data
Document Index
Click here to Enter Data
Click here to Print and View Documents

Enter Contributions, Expenditures, bills and more for filing disclosure statements.

Print and view completed disclosure statements, work in progress reports and more.

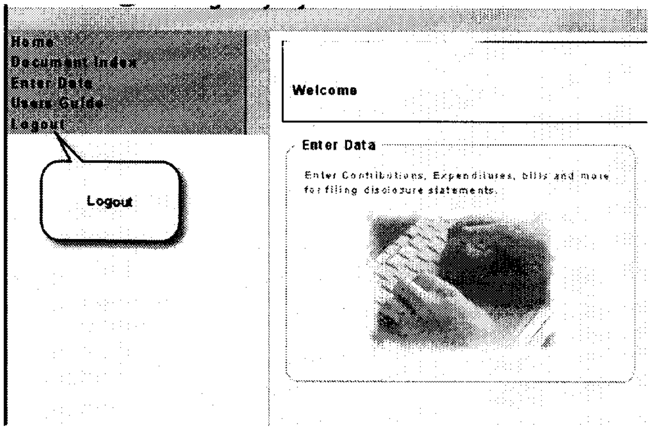
Figure 6

4. Click on the **Enter Data** or **Document Index** graphic to continue.

Note: The News section shows items that we feel are important to our agency filers. For example, updates to the system or updates to user documentation.

Logout of your account

- Click the **Logout** link on the left navigation bar (**Figure 7**).


Home
Document Index
Enter Data
Users Guide
Logout
Logout
Welcome
Enter Data

Enter Contributions, Expenditures, bills and more for filing disclosure statements.

Figure 7

Note: It is recommended that you logout when you are finished using the e-filing system.

Enter Data

Money In

This section enables you to enter transactions for all money that will be coming into your account through contributions, loans from others to you, loan payments from those you have loaned money to, bank interest, and non-monetary contributions.

Caution: Unless the number of transactions you process is very small, we recommend that you enter transactions at least once a month to avoid a last minute rush and finding errors just before the filing is due.

If the Individual, Organization or Committee is not already in your system you will need to add them before entering the transaction. You can add them on the appropriate **Money In** screens at the time of entering the transaction as follows:

'Money In' Screen	Entity Type	
Monetary Contributions	Contributor	Add an Individual Add a New Organization Add a New Committee
Non-Monetary Contributions	Contributor	
Miscellaneous Increases to Cash	Source	
Loans Received from Others	Lender	
Payment Received on a Loan Made to Others	Lendee	
Forgiveness of a Loan Received	Lender	

Add an Individual

1. On the left navigation bar, click on **Enter Data.**
2. Click the appropriate **Money In** icon (monetary contributions, non-monetary contributions etc).
3. Under **New Contributor Type (New Source Type, New Lender** or **New Lendee Type)**, click on **Add an Individual.**

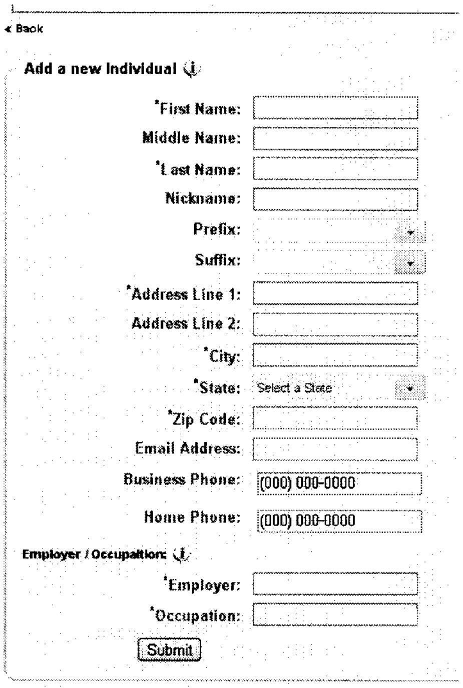

« Back
Add a new Individual
*First Name:
Middle Name:
*Last Name:
Nickname:
Prefix:
Suffix:
*Address Line 1:
Address Line 2:
*City:
*State:
Select a State
*Zip Code:
Email Address:
Business Phone:
(000) 000-0000
Home Phone:
(000) 000-0000
Employer / Occupation:
*Employer:
*Occupation:
Submit

Figure 8

4. Complete the following fields (**Figure 8**):
    a. Type first, middle and last name (middle name is optional).
    b. Type nickname (optional).
    c. Select prefix from drop-down list (optional).
    d. Select suffix from drop-down list (optional).
    e. Type address and city.
    f. Select state from drop-down list or type the first letter of the state and select to populate the box.
    g. Type zip code.
    h. Select address type.
    i. Type e-mail address (optional).
    j. Type business phone number as a number string e.g. 1231212345 (optional).
    k. Type home phone number as a number string e.g. 1231212345 (optional).
    l. Type employer and occupation information.

Note: Employer and occupation are required fields. If unemployed type Unemployed in both fields, if retired type Retired in both fields, if a homemaker type Homemaker in both fields. If self employed fill in information as best as possible and type self-employed if necessary.

    m. Click **Submit**.

5. The following message displays 'Your information was entered successfully'.

Caution: Any fields with the red asterisk must be completed otherwise you will receive an error message. The error (s) must be corrected before you can continue.

Add a New Organization

(E.g. a business, a non profit organization)

1. On the left navigation bar, click on **Enter Data.**
2. Click the appropriate **Money In** icon (monetary contributions, non-monetary contributions etc).
3. Under **New Contributor Type (New Source Type, New Lender** or **New Lendee Type)**, click on **Add a New Organization.**

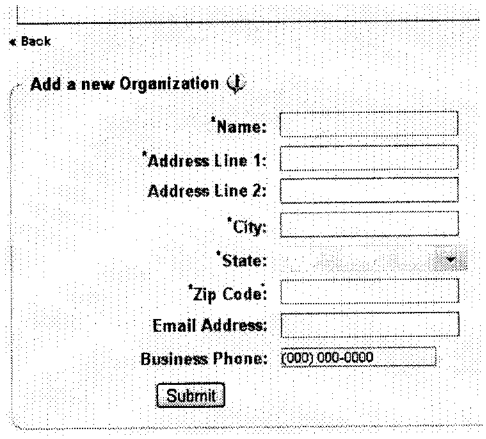


Figure 9

4. Complete the following fields (**Figure 9**):
    a. Type name of the organization.
    b. Type address and city.
    c. Select state from drop-down list or type the first letter of the state and select to populate the box.
    d. Type zip code.
    e. Type e-mail address (optional).
    f. Type business phone number as a number string e.g. 1231212345 (optional).
    g. Click **Submit.**
5. The following message displays 'Your organization information was entered successfully'.

Caution: Any fields with the red asterisk must be completed otherwise you will receive an error message. The error (s) must be corrected before you can continue.

Add a New Committee

(E.g. a Political Action Committee, a Candidate Committee etc)

1. On the left navigation bar, click on **Enter Data.**
2. Click the appropriate **Money In** icon (monetary contributions, non-monetary contributions etc).
3. Under **New Contributor Type (New Source Type, New Lender or New Lendee Type)**, click on **Add a New Committee.**

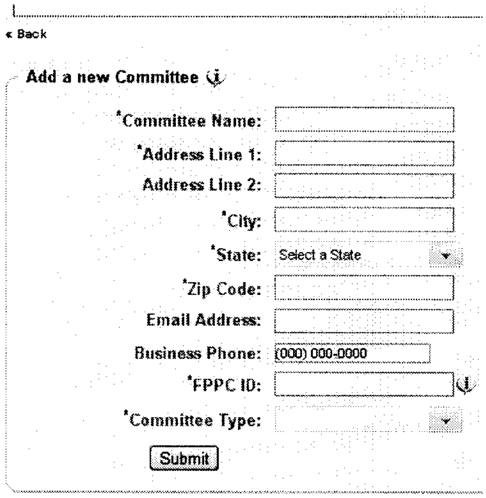

« Back
Add a new Committee
*Committee Name:
*Address Line 1:
Address Line 2:
*City:
*State:
Select a State
*Zip Code:
Email Address:
Business Phone:
(000) 000-0000
*FPPC ID:
*Committee Type:
Submit

Figure 10

4. Complete the following fields (**Figure** 10):
   a. Type name of the committee.
   b. Type address and city.
   c. Select state from drop-down list or type the first letter of the state and select to populate the box.
   d. Type zip code.
   e. Select address type from the drop-down list.
   f. Type e-mail address (optional).
   g. Type business phone number as a number string e.g. 1231212345 (optional).
   h. Type the committee's FPPC ID. If not available, enter 'Pending'.
   i. Select committee type from drop-down list.
   j. Click **Submit.**
5. The following message displays 'Your committee information was entered successfully'.

Caution: Any fields with the red asterisk must be completed otherwise you will receive an error message. The error (s) must be corrected before you can continue.

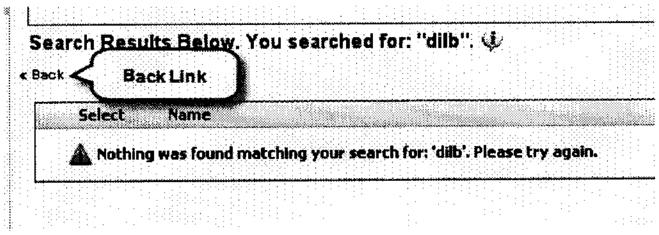
Monetary Contributions

To enter monetary contributions:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In - Monetary Contributions.**
3. Search to see whether the Contributor is already in your system by entering the name in the Contributor's Name box. Searching by the partial name of a Contributor, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search**. The search results are shown on the next page.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the contributor being found. To view all Contributors in your system do not enter a name in the Contributor's name box and click **Search**. Depending on the size of your database this list may be long and take time to load.

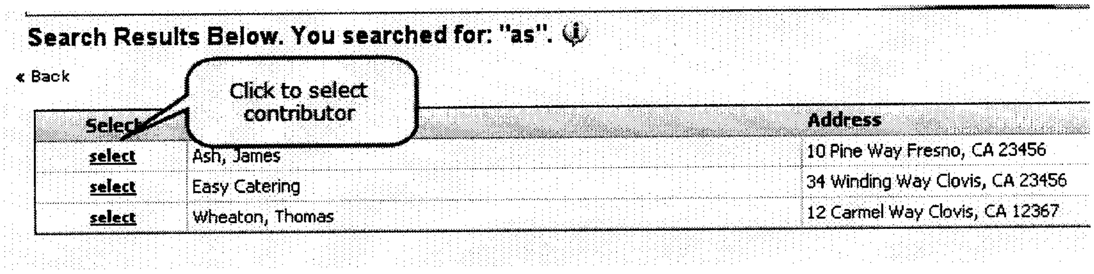
4. If no matches are found you will receive the following message:



Search Results Below. You searched for: "dilb".

Nothing was found matching your search for: 'dilb'. Please try again.

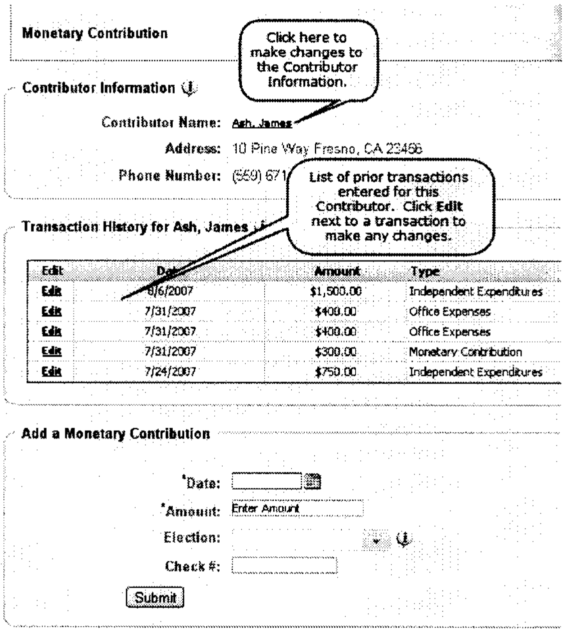
5. Click on the **Back** link and follow the directions Add an Individual, Add a New Organization or Add a New Committee.
6. If the Contributor you are looking for is already in your system, click **Select** on the line of that Contributor in the search results



Search Results Below. You searched for: "as".

Select		Address
select	Ash, James	10 Pine Way Fresno, CA 23456
select	Easy Catering	34 Winding Way Clovis, CA 23456
select	Wheaton, Thomas	12 Carmel Way Clovis, CA 12367

7. The **Monetary Contribution** page is displayed (**Figure 11**).



Monetary Contribution

Click here to make changes to the Contributor Information.

Contributor Information

Contributor Name: Ash, James

Address: 10 Pine Way Fresno, CA 23456

Phone Number: (559) 671

List of prior transactions entered for this Contributor. Click **Edit** next to a transaction to make any changes.

Transaction History for Ash, James

Edit	Date	Amount	Type
Edit	8/6/2007	$1,500.00	Independent Expenditures
Edit	7/31/2007	$400.00	Office Expenses
Edit	7/31/2007	$400.00	Office Expenses
Edit	7/31/2007	$300.00	Monetary Contribution
Edit	7/24/2007	$750.00	Independent Expenditures

Add a Monetary Contribution

*Date:

*Amount: Enter Amount

Election:

Check #:

Figure 11

8. Complete the information under **Add a Monetary Contribution**:
    a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
    b. Type the amount of the contribution.

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

    c. If required, select an election from the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

    d. Type check number (optional).
    e. Click **Submit** so that the monetary contribution just entered is added to the Transaction History for the Contributor. You are returned to the Contributor Search page.
9. To edit this transaction either search for the contributor again and click **Edit** under the Transaction History for the contributor or go to the Edit Transactions page. See Edit a transaction.
10. To add another monetary contribution from the same or a different contributor, search for the contributor and then repeat Step 8.

Unitemized Contributions

To enter multiple small contributions as one transaction (contributions that do not require itemization):

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In - Monetary Contributions.**
3. Using the search function, select **Unitemized Receipts** as the contributor.
4. Follow Step 8 under Monetary Contributions to enter the transaction.

Note: Transactions added with Unitemized Receipts as the contributor populate line 2 on the Schedule A Summary.

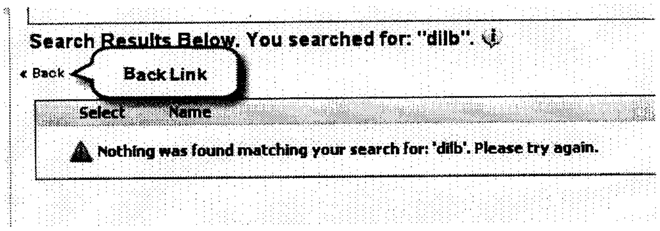
Non-Monetary Contributions

To enter non-monetary contributions:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Non Monetary Contributions.**
3. Search to see whether the contributor is already in your system by entering the name in the Contributor's Name box. Searching by the partial name of a Contributor, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search**. The search results are shown on the next page.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the contributor being found. To view all Contributors in your system do not enter a name in the Contributor's name box and click **Search**. Depending on the size of your database this list may be long and take time to load.

4. If no matches are found you will receive the following message:

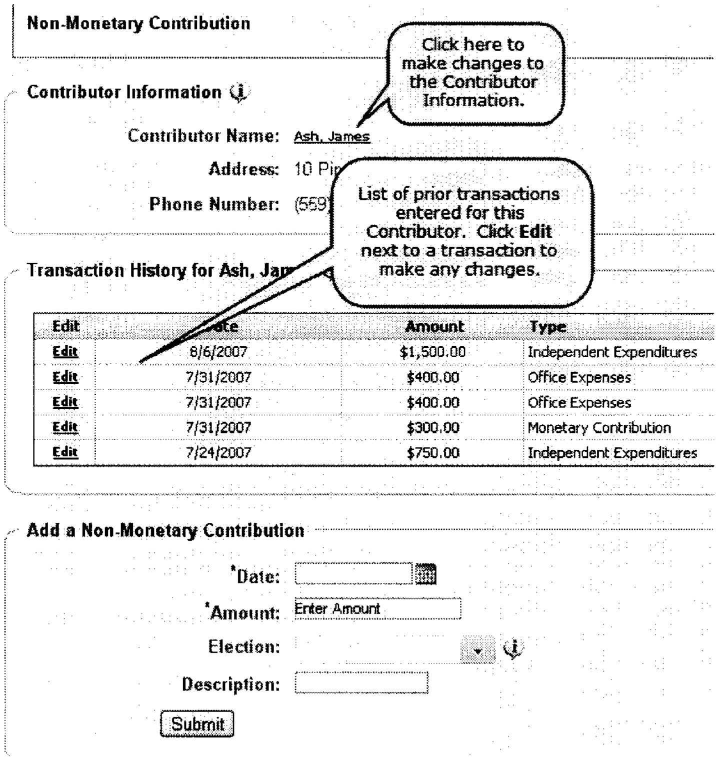


Search Results Below. You searched for: "dilb".

Nothing was found matching your search for: 'dilb'. Please try again.

5. Click on the **Back** link and follow the directions Add an Individual, Add a New Organization or Add a New Committee.

6. If the Contributor you are looking for is already in your system, click **Select** on the line of that contributor in the search results. The **Non- Monetary Contribution** page is displayed ((**Figure** 12).



Non-Monetary Contribution

Contributor Information

Contributor Name: Ash, James

Address: 10 Pi

Phone Number: (559

Transaction History for Ash, Ja

Edit	Date	Amount	Type
Edit	8/6/2007	$1,500.00	Independent Expenditures
Edit	7/31/2007	$400.00	Office Expenses
Edit	7/31/2007	$400.00	Office Expenses
Edit	7/31/2007	$300.00	Monetary Contribution
Edit	7/24/2007	$750.00	Independent Expenditures

Add a Non-Monetary Contribution

*Date:

*Amount: Enter Amount

Election:

Description:

Click here to make changes to the Contributor Information.

List of prior transactions entered for this Contributor. Click **Edit** next to a transaction to make any changes.

Figure 12

7. Complete the information under **Add a Non-Monetary Contribution:**
    a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
    b. Type the amount of the contribution.

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

   c. If required, select an election from the drop-down box to calculate 'Per Election to Date' totals If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

   d. Enter description of the non-monetary contribution (this description cannot be more than 255 characters long including spaces and punctuation).

   e. Click **Submit** so that the non-monetary contribution just entered is added to the Transaction History for the Contributor. You are returned to the Contributor Search page.

8. To edit this transaction either search for the contributor again and click **Edit** under the Transaction History for the contributor or go to the Edit Transactions page. See Edit a transaction.
9. To add another non-monetary contribution from the same or a different contributor, search for the contributor and then repeat Step 7.

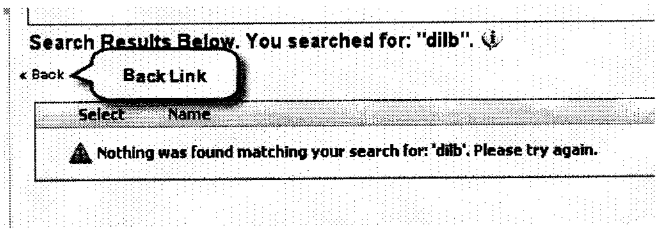
Miscellaneous Increases to Cash

To enter a miscellaneous increase to cash transaction:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Miscellaneous Increases to Cash.**
3. Search to see whether the Source for this transaction is already in your system by entering the name in the Source's Name box. Searching by the partial name of a Source, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next page.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the source being found. To view all entities in your system do not enter a name in the Source's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

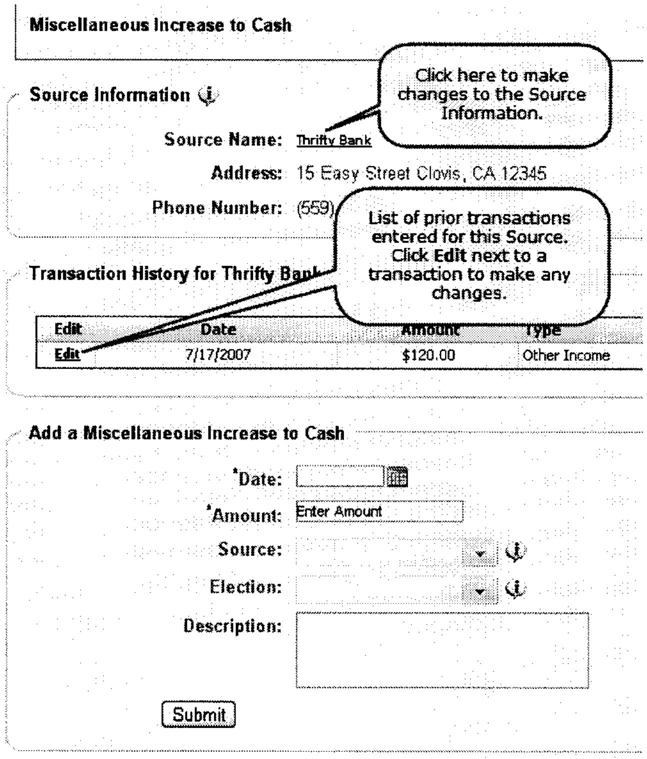
4. If no matches are found you will receive the following message:



Search Results Below. You searched for: "dilb".

Nothing was found matching your search for: 'dilb'. Please try again.

5. Click on the **Back** link and follow the directions Add an Individual, Add a New Organization or Add a New Committee.
6. If the Source you are looking for is already in your system, click **Select** on the line of that Source in the search results. The **Miscellaneous Increase to Cash** page is displayed **(Figure 13).**



Miscellaneous Increase to Cash

Source Information

Source Name: Thrifty Bank

Address: 15 Easy Street Clovis, CA 12345

Phone Number: (559)

Transaction History for Thrifty Bank

Edit	Date	Amount	Type
Edit	7/17/2007	$120.00	Other Income

Add a Miscellaneous Increase to Cash

***Date:**

***Amount:** Enter Amount

Source:

Election:

Description:

Click here to make changes to the Source Information.

List of prior transactions entered for this Source. Click **Edit** next to a transaction to make any changes.

Figure 13

7. Complete the information under **Add a Miscellaneous Increase to Cash**:
   a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   b. Type the amount of the contribution.

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

   c. Select the source of the miscellaneous increase to cash.
   d. If required, select an election from the drop-down box to calculate 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

   e. Description field. If you use 'Other Income' as the Source use this field (optional) to describe the type of miscellaneous increase to cash transaction.

   f. Click **Submit** so that the miscellaneous increase to cash contribution just entered is added to the Transaction History for the Source. You are returned to the Source Search page.

8. To edit this transaction either search for the source again and click **Edit** under the Transaction History for the source or go to the Edit Transactions page. See Edit a transaction.
9. To add another miscellaneous increase to cash from the same or a different Source, search for the Source and repeat Step 7.

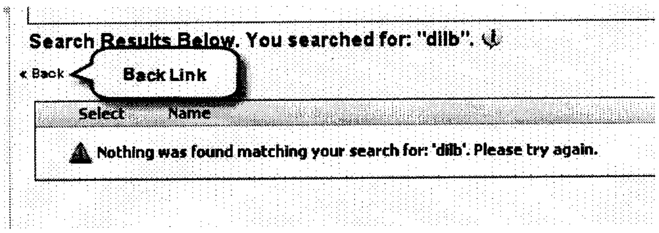
Loan Received

To enter a loan received:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Loans Received from Others.**
3. Search to see whether the Lender is already in your system by entering the name in the Lender's Name box. Searching by the partial name of a Lender, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next page.

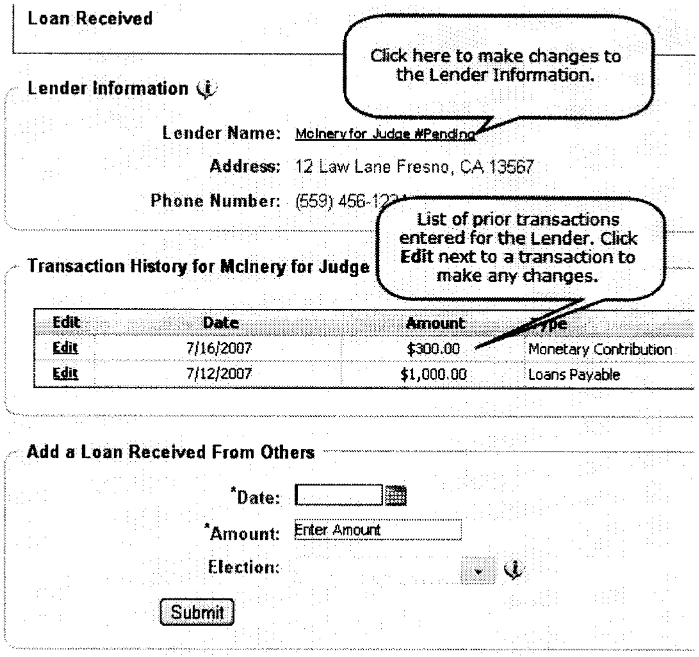
Note: Start a search with only a portion of the name entered to insure the maximum chance of the lender being found. To view all entities in your system do not enter a name in the Lender's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

4. If no matches are found you will receive the following message:


Search Results Below. You searched for: "dilb".

Nothing was found matching your search for: 'dilb'. Please try again.

5. Click on the **Back** link and follow the directions Add an Individual, Add a New Organization or Add a New Committee.
6. If the Lender you are looking for is already in your system, click **Select** on the line of that Lender in the search results. The **Loan Received** page is displayed **(Figure 14).**



Loan Received

Lender Information

Lender Name: Mclnery for Judge #Pending

Address: 12 Law Lane Fresno, CA 13567

Phone Number: (559) 456-12

Transaction History for Mclnery for Judge

Edit	Date	Amount	Type
Edit	7/16/2007	$300.00	Monetary Contribution
Edit	7/12/2007	$1,000.00	Loans Payable

Add a Loan Received From Others

***Date:**

***Amount:** Enter Amount

Election:

Click here to make changes to the Lender Information.

List of prior transactions entered for the Lender. Click **Edit** next to a transaction to make any changes.

Figure 14

7. Complete the information under **Add a Loan Received from Others (Figure 14)**:
   a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   b. Type the amount of the contribution.

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

   c. If required, select an election from the drop-down box to calculate 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

   d. Click **Submit** so that the loan just entered is added to the Transaction History for the Lender. You are returned to the Lender Search page.
8. To edit this transaction either search for the Lender again and click **Edit** under the Transaction History for the lender or go to the Edit Transactions page. See Edit a transaction.
9. To add another loan received from the same or a different lender, search for the lender and then repeat Step 7.

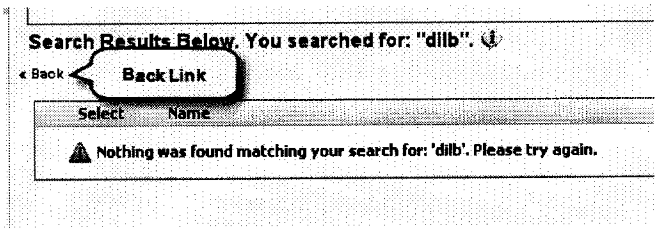
Receive Payment on a Loan Made to Others

To receive a payment on a loan made to others:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Payment Received on a Loan Made to Others.**
3. Search to see whether the Lendee for this transaction is already in your system by entering the name in the Lendee's Name box. Searching by the partial name of a Lendee, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next page.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the lendee being found. To view all entities in your system do not enter a name in the Lendee's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

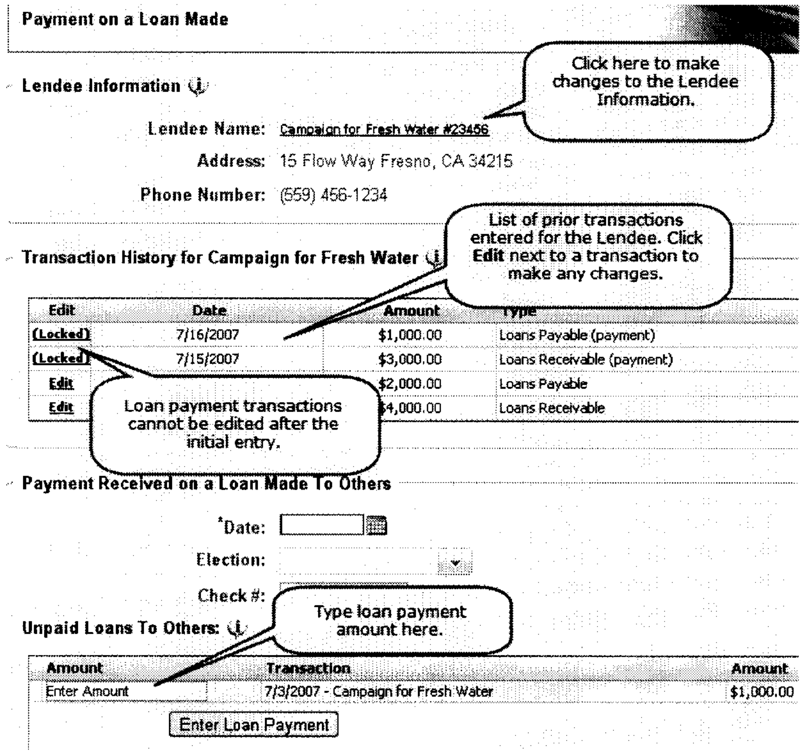
4. If no matches are found you will receive the following message:



Search Results Below. You searched for: "dilb".

⚠ Nothing was found matching your search for: 'dilb'. Please try again.

5. Click on the **Back** link and follow the directions Add an Individual, Add a New Organization or Add a New Committee.
6. If the Lendee you are looking for is already in your system, click **Select** on the line of that Lendee in the search results. The **Payment on a Loan Made** page is displayed **(Figure 15).**



Payment on a Loan Made

Lendee Information

Click here to make changes to the Lendee Information.

Lendee Name: Campaign for Fresh Water #23456

Address: 15 Flow Way Fresno, CA 34215

Phone Number: (559) 456-1234

Transaction History for Campaign for Fresh Water

List of prior transactions entered for the Lendee. Click **Edit** next to a transaction to make any changes.

Edit	Date	Amount	Type
(Locked)	7/16/2007	$1,000.00	Loans Payable (payment)
(Locked)	7/15/2007	$3,000.00	Loans Receivable (payment)
Edit		$2,000.00	Loans Payable
Edit		$4,000.00	Loans Receivable

Loan payment transactions cannot be edited after the initial entry.

Payment Received on a Loan Made To Others

***Date:**

Election:

Check #:

Type loan payment amount here.

Unpaid Loans To Others:

Amount	Transaction	Amount
Enter Amount	7/3/2007 - Campaign for Fresh Water	$1,000.00

Figure 15

7. Complete the information under **Payment Received on a Loan Made to Others**:
   a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   b. If required, select an election from the drop-down box to calculate 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

   c. Type check number (optional).
   d. The outstanding loans for this lendee are listed under **Unpaid Loans to Others.** Type the amount of the payment (s) received next to the appropriate loan (s). Partial payments or payments in full are accepted. If a partial payment is made the loan will continue to show in **Unpaid Loans to Others** with the unpaid balance of the loan showing in the amount column. Once the loan has been paid in full, the loan will no longer show in **Unpaid Loans to Others.**

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

e. Click **Enter Loan Payment** and you are returned to the Search screen. The loan payment just entered is now added to the Transaction History for the Lendee.

Caution: Once a payment on a loan has been entered the transaction is locked. Loan payment transactions cannot be edited after the initial entry. If a mistake is made on a loan payment, delete the payment and re-enter.

8. To receive another payment on a loan made to others from the same or different lendee, search for the lendee and then repeat Step 7.

Forgiveness of a Loan Received

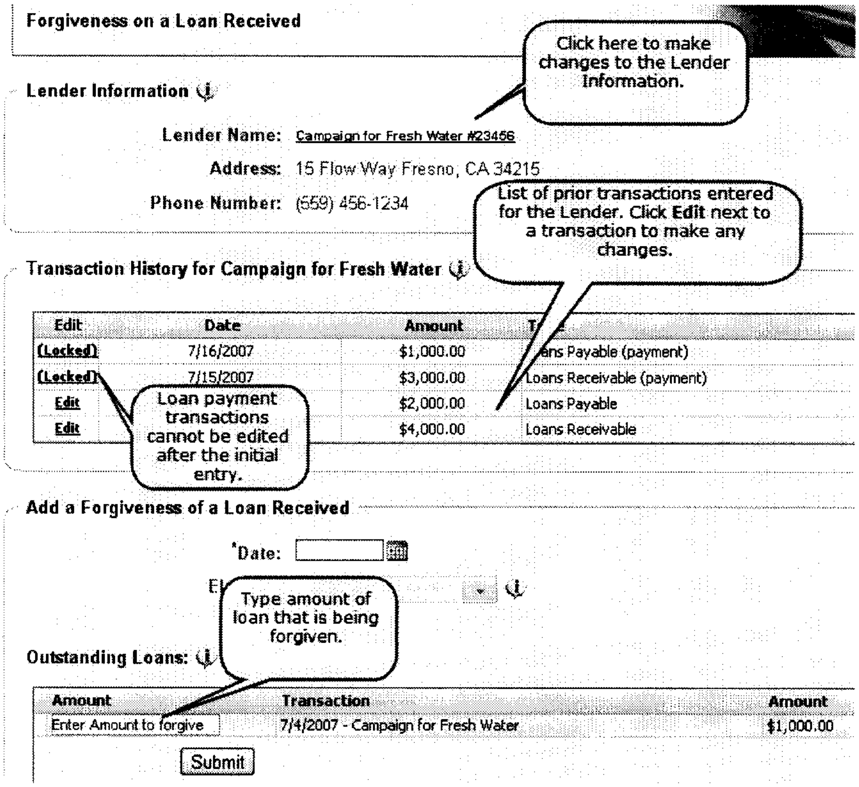
Caution: A loan cannot be forgiven in the e-filer system unless the loan has already been entered in the system using the **Money In - Loan Received from Others** link.

To enter forgiveness of a loan received:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Forgiveness of a Loan Received.**
3. Search for the Lender for this transaction by entering the name in the Lender's Name box. Searching by the partial name of a Lender, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next screen.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the lender being found. To view all entities in your system do not enter a name in the Lender's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

4. Click **Select** on the line of the Lender in the search results. The **Forgiveness on a Loan Received** page is displayed **(Figure 16).**



Forgiveness on a Loan Received

Lender Information

Lender Name: Campaign for Fresh Water #23456

Address: 15 Flow Way Fresno, CA 34215

Phone Number: (559) 456-1234

Transaction History for Campaign for Fresh Water

Edit	Date	Amount	T
(Locked)	7/16/2007	$1,000.00	ns Payable (payment)
(Locked)	7/15/2007	$3,000.00	Loans Receivable (payment)
Edit		$2,000.00	Loans Payable
Edit		$4,000.00	Loans Receivable

Add a Forgiveness of a Loan Received

*Date: ☐

Outstanding Loans:

Amount	Transaction	Amount
Enter Amount to forgive	7/4/2007 - Campaign for Fresh Water	$1,000.00

Click here to make changes to the Lender Information.

List of prior transactions entered for the Lender. Click **Edit** next to a transaction to make any changes.

Loan payment transactions cannot be edited after the initial entry.

Type amount of loan that is being forgiven.

Figure 16

5. Complete the information under **Add a Forgiveness of a Loan Received:**
   a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   b. If required, select an election from the drop-down box to calculate 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

   c. The outstanding loans for this lender are listed under **Outstanding Loans.** Type the amount that is being forgiven on the line next to the appropriate loan (s). Amounts entered can be for partial forgiveness or forgiveness in full. If a partial forgiveness is made the loan will continue to show in **Outstanding Loans** with the balance of the loan that has not been forgiven showing in the amount column. If the loan is forgiven in full, the loan will no longer show in **Outstanding Loans.**

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

d. Click **Submit** and you are returned to the Search screen. The loan forgiveness amount just entered is now added to the Transaction History for the Lender.

Caution: Once a loan or portion of a loan has been forgiven the transaction is locked. Loan payment transactions cannot be edited after the initial entry.

6. To add forgiveness to loans received from other lenders, search for the Lender and then repeat Step 5.

Money Out

This section enables you to enter transactions for all money that is leaving your possession through checks written to others, bill payments, payments on loans to you, and loans to others. Bills entered in this area as outstanding bills are also reflected on your disclosure statements

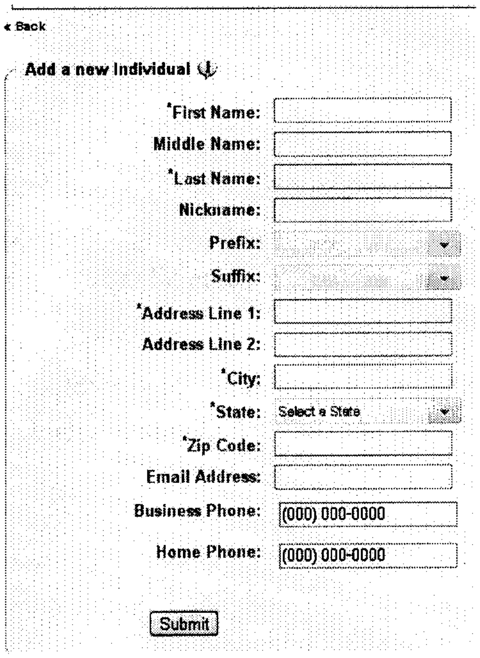
Caution: Unless the number of transactions you process is very small, we recommend that you enter transactions at least once a month to avoid a last minute rush and finding errors just before the filing is due.

If the Individual, Organization or Committee is not already in your system you will need to add them before entering the transaction. You can add them on the appropriate **Money Out** screens as follows:

'Money Out' Screen	Entity Type	
Disbursements	Recipient	Add an Individual Add a New Organization Add a New Committee
Bills from Others	Recipient	
Pay Bills	Recipient	
Pay Loan from Others	Lender	
Loan Made to Others	Lendee	

Add an Individual

1. On the left navigation bar, click on **Enter Data.**
2. Click the appropriate **Money Out** icon (disbursements, bills from others etc).
3. Under **New Recipient Type (New Lender or New Lendee Type)**, click on **Add an Individual.**



*First Name:
Middle Name:
*Last Name:
Nickname:
Prefix:
Suffix:
*Address Line 1:
Address Line 2:
*City:
*State: Select a State
*Zip Code:
Email Address:
Business Phone: (000) 000-0000
Home Phone: (000) 000-0000

Figure 17

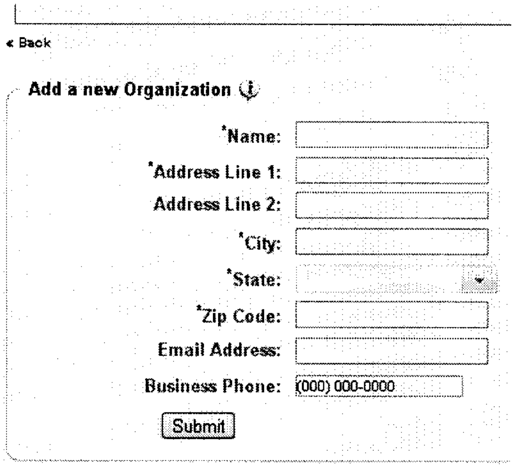
4. Complete the following fields **(Figure 17)**:
    a. Type first, middle and last name (middle name is optional).
    b. Type nickname (optional).
    c. Select prefix from drop-down list (optional).
    d. Select suffix from drop-down list (optional).
    e. Type address and city.
    f. Select state from drop-down list or type the first letter of the state and select to populate the box.
    g. Type zip code.
    h. Select address type.
    i. Type e-mail address (optional).
    j. Type business phone number as a number string e.g. 1231212345 (optional).
    k. Type home phone number as a number string e.g. 1231212345 (optional).
    l. Click **Submit.**
5. The following message displays 'Your information was entered successfully'.

Caution: Any fields with the red asterisk must be completed otherwise you will receive an error message. The error (s) must be corrected before you can continue.

Add a New Organization

(E.g. a business, a non profit organization)

1. On the left navigation bar, click on **Enter Data.**
2. Click the appropriate **Money Out** icon (disbursements, bills from others etc).
3. Under **New Recipient Type (New Lender or New Lendee Type),** click on **Add a New Organization.**



Add a new Organization

*Name:

*Address Line 1:

Address Line 2:

*City:

*State:

*Zip Code:

Email Address:

Business Phone: (000) 000-0000

Figure 18

4. Complete the following fields **(Figure 18)**:
   a. Type name of the organization.
   b. Type address and city.
   c. Select state from drop-down list or type the first letter of the state and select to populate the box.
   d. Type zip code.
   e. Type e-mail address (optional).
   f. Type business phone number as a number string e.g. 1231212345 (optional).
   g. Click **Submit.**
5. The following message displays 'Your organization information was entered successfully'.

Caution: Any fields with the red asterisk must be completed otherwise you will receive an error message. The error (s) must be corrected before you can continue.

Add a New Committee

(E.g. a Political Action Committee, a Candidate Committee etc)

1. On the left navigation bar, click on **Enter Data.**
2. Click the appropriate **Money Out** icon (disbursements, bills from others etc).
3. Under **New Contributor Type (New Source Type, New Lender or New Lendee Type)**, click on **Add a New Committee.**

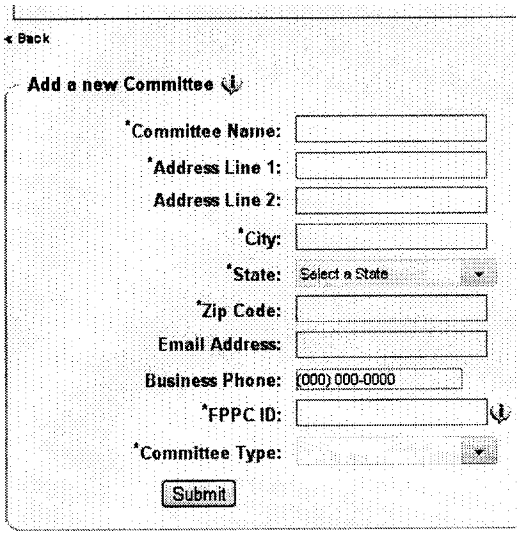

« Back
Add a new Committee
*Committee Name:
*Address Line 1:
Address Line 2:
*City:
*State:
Select a State
*Zip Code:
Email Address:
Business Phone:
(000) 000-0000
*FPPC ID:
*Committee Type:
Submit

Figure 19

4. Complete the following fields (**Figure 19**):
   a. Type name of the committee.
   b. Type address and city.
   c. Select state from drop-down list or type the first letter of the state and select to populate the box.
   d. Type zip code.
   e. Select address type from the drop-down list.
   f. Type e-mail address (optional).
   g. Type business phone number as a number string e.g. 1231212345 (optional).
   h. Type the committee's FPPC ID. If not available, enter 'Pending'.
   i. Select committee type from drop-down list.
   j. Click **Submit.**
5. The following message displays 'Your committee information was entered successfully'.

Caution: Any fields with the red asterisk must be completed otherwise you will receive an error message. The error (s) must be corrected before you can continue.\

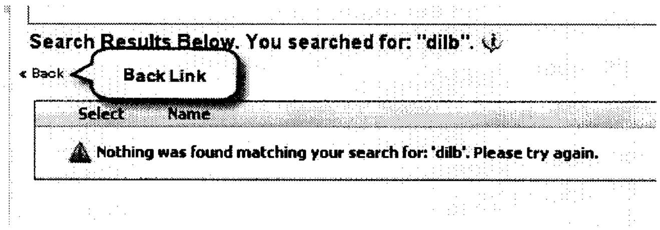
Disbursements

To enter disbursements:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Disbursements.**
3. Search to see whether the Recipient is already in your system by entering the name in the Recipient's Name box. Searching by the partial name of a Recipient, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search**. The search results are shown on the next screen.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the recipient being found. To view all entities in your system do not enter a name in the Recipient's name box and click **Search**. Depending on the size of your database this list may be long and take time to load.

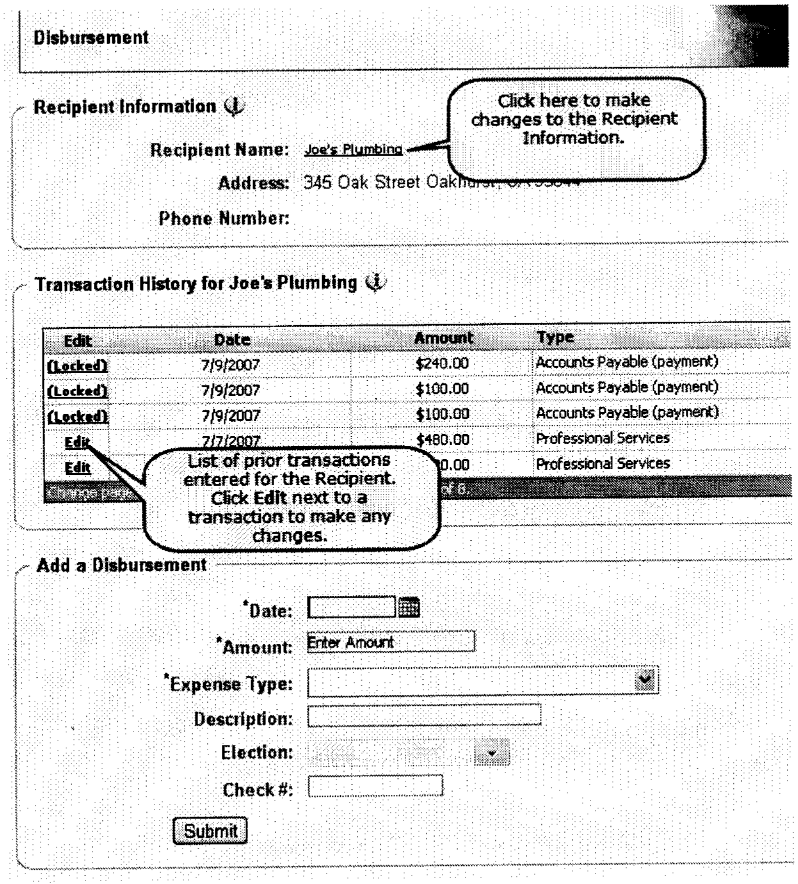
4. If no matches are found you will receive the following message:



Search Results Below. You searched for: "dilb".

Nothing was found matching your search for: 'dilb'. Please try again.

5. Click on the **Back** link and add the individual, organization or committee. Review the directions for Add An Individual, Add An Organization or Add a Committee.
6. If the Recipient you are looking for is already in your system, click **Select** on the line of that Recipient in the search results and the **Disbursement** page is displayed **(Figure 20).**



Disbursement

Recipient Information

Recipient Name: Joe's Plumbing

Address: 345 Oak Street Oak

Phone Number:

Click here to make changes to the Recipient Information.

Transaction History for Joe's Plumbing

Edit	Date	Amount	Type
(Locked)	7/9/2007	$240.00	Accounts Payable (payment)
(Locked)	7/9/2007	$100.00	Accounts Payable (payment)
(Locked)	7/9/2007	$100.00	Accounts Payable (payment)
Edit	7/7/2007	$480.00	Professional Services
Edit		0.00	Professional Services

List of prior transactions entered for the Recipient. Click **Edit** next to a transaction to make any changes.

Add a Disbursement

*Date:

*Amount: Enter Amount

*Expense Type:

Description:

Election:

Check #:

Figure 20

7. Complete the information under **Add a Disbursement:**
   a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   b. Type the amount of the disbursement.

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

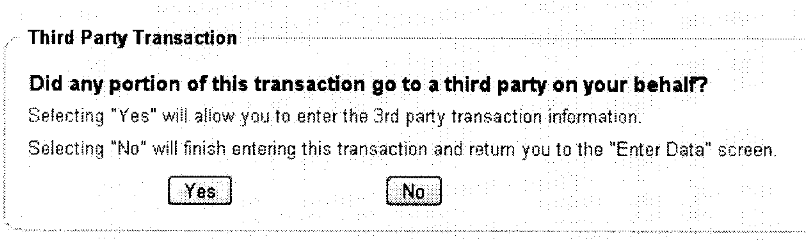
   c. Select Expense Type for the transaction from the drop-down list.
   d. Type a description for the expense type. This description populates Schedule E/Description of Payment column.
   e. If required, select an election from the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

f. Type check number (optional).
g. Click **Submit.**

8. For all Expense Types **EXCEPT** Independent Expenditures the system displays the **Third Party Transaction** Yes/No page. See 8A Third Party Transaction. For the Expense Type Independent Expenditure the system displays the **Expenditure Supporting/Opposing a Committee** page. See 8B Independent Expenditure.

A) Third Party Transaction



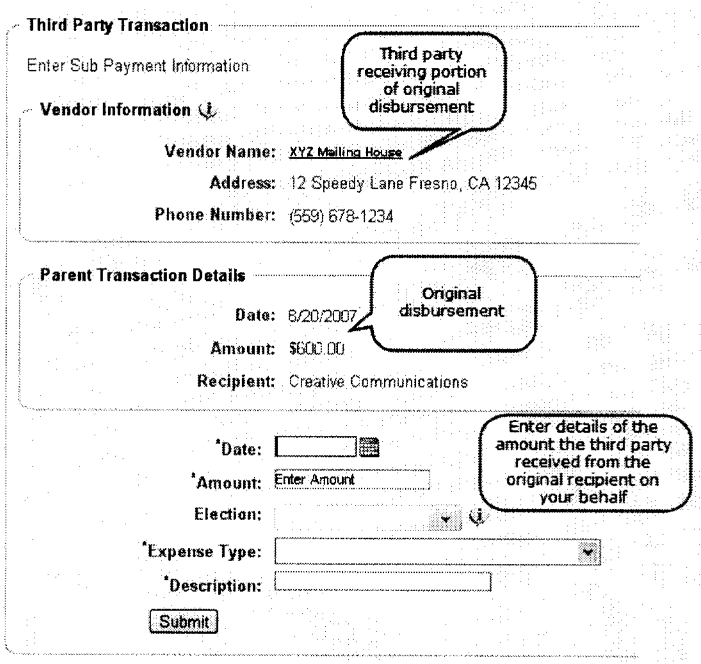
Third Party Transaction

Did any portion of this transaction go to a third party on your behalf?

Selecting "Yes" will allow you to enter the 3rd party transaction information.

Selecting "No" will finish entering this transaction and return you to the "Enter Data" screen.

a. Click **No** if none of the transaction goes to a third party. You are returned to the **Enter Data** screen.
b. Click **Yes** if any portion of this transaction goes to a third party.
    i. Search for the Vendor. Click **Select** next to Vendor or add a new vendor.
    ii. The Third Party Transaction screen shows Vendor information and Parent Transaction Details show the original disbursement **(Figure 21)**.



Third Party Transaction

Enter Sub Payment Information

Vendor Information

Vendor Name: XYZ Mailing House
Address: 12 Speedy Lane Fresno, CA 12345
Phone Number: (559) 678-1234

Parent Transaction Details

Date: 8/20/2007
Amount: $600.00
Recipient: Creative Communications

Third party receiving portion of original disbursement
Original disbursement
Enter details of the amount the third party received from the original recipient on your behalf
*Date:
*Amount:
Enter Amount
Election:
*Expense Type:
*Description:
Submit

Figure 21

iii. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.

iv. Type the amount of the disbursement. An error message occurs if the amount is more than the original transaction.

v. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

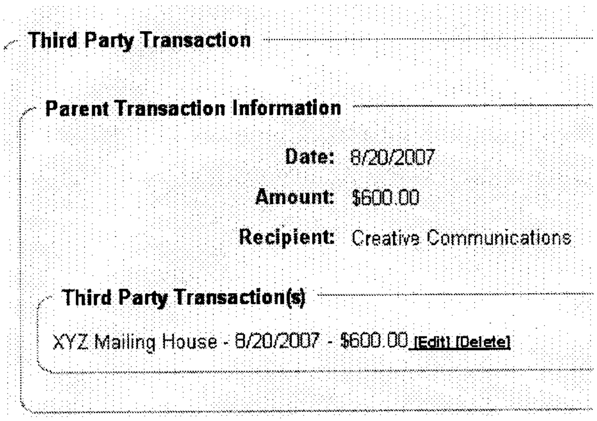
Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

vi. Select Expense Type for the transaction from the drop-down list.

vii. Type a description for the expense type.

viii. Click **Submit.**

c. The disbursement just entered is added to the Transaction History for the Primary (Parent) Recipient (**Figure 22**).



Third Party Transaction

Parent Transaction Information

Date: 8/20/2007

Amount: $600.00

Recipient: Creative Communications

Third Party Transaction(s)

XYZ Mailing House - 8/20/2007 - $600.00 [Edit] [Delete]

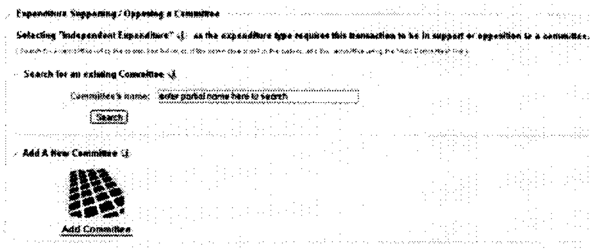
Figure 22

Caution: Third party transactions can only be edited or deleted through the parent transaction that created them. See Edit or Delete a Third Party Transaction/Independent Expenditure.

B) Independent Expenditure

Note: An independent expenditure is an expenditure intended to support or oppose a specific candidate or ballot measure which is made without their cooperation, approval, or direct knowledge.

a. Search for an existing Committee or add a new Committee.



Expenditure Supporting / Opposing a Committee

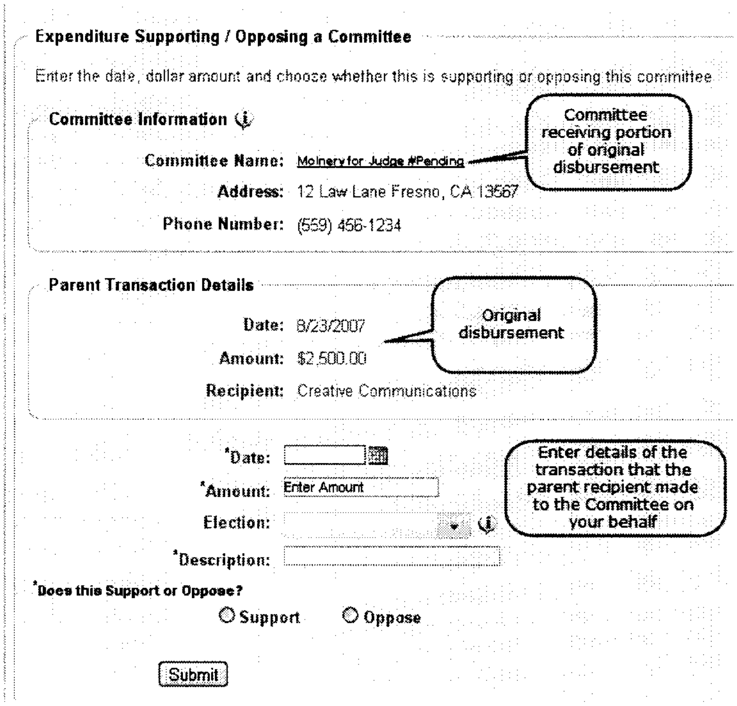
Selecting "Independent Expenditure" as the expenditure type requires this transaction to be in support or opposition to a committee.

Search for an existing Committee

Committee's name: enter partial name here to search

b. Click **Select** next to the Committee.

c. The Expenditure Supporting/Opposing a Committee screen shows Committee information and Parent Transaction Details show the original disbursement **(Figure 23)**.



Expenditure Supporting / Opposing a Committee

Enter the date, dollar amount and choose whether this is supporting or opposing this committee

Committee Information

Committee Name: Molnery for Judge #Pending

Address: 12 Law Lane Fresno, CA 13567

Phone Number: (559) 456-1234

Parent Transaction Details

Date: 8/23/2007

Amount: $2,500.00

Recipient: Creative Communications

*Date:

*Amount: Enter Amount

Election:

*Description:

*Does this Support or Oppose?

○ Support ○ Oppose

Committee receiving portion of original disbursement

Original disbursement

Enter details of the transaction that the parent recipient made to the Committee on your behalf

Figure 23

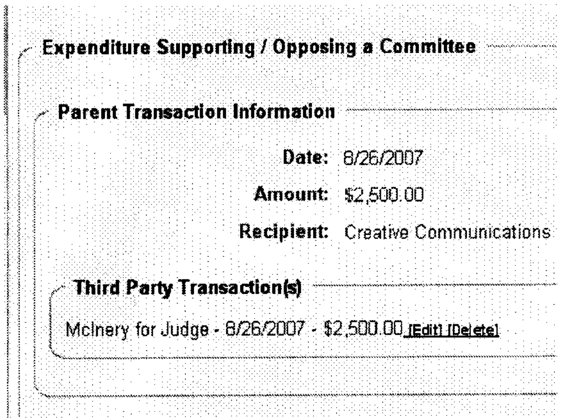
i. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.

ii. Type the amount of the disbursement. An error message occurs if the amount is more than the original transaction.

iii. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

iv. Type a description for the expense.
v. Click the appropriate radio button for Support or Oppose under 'Does this support or Oppose'?
vi. Click **Submit.**



Expenditure Supporting / Opposing a Committee

Parent Transaction Information

Date: 8/26/2007
Amount: $2,500.00
Recipient: Creative Communications

Third Party Transaction(s)

McInery for Judge - 8/26/2007 - $2,500.00 [Edit] [Delete]

Figure 24

d. The disbursement just entered is added to the Transaction History for the Primary (Parent) Recipient **(Figure 24).**

Caution: Third party transactions and independent expenditures can only be edited or deleted through the parent transaction that created them. See Edit or Delete a Third Party Transaction/Independent Expenditure.

9. To add another disbursement for the same or different contributor, click on **Enter Data** on the left navigation bar and then click **Money Out – Disbursements.** Repeat Steps 3 - 8.

Unitemized Payments

To enter multiple small payments as one transaction (payments that do not require itemization):

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out - Disbursements.**
3. Using the search function, select **Unitemized Disbursements** as the recipient.
4. Follow Step 7 under Disbursements to enter the transaction.

Note: Transactions added using Unitemized Disbursements as the recipient populate line 2 on the Schedule E Summary.

Enter Bills

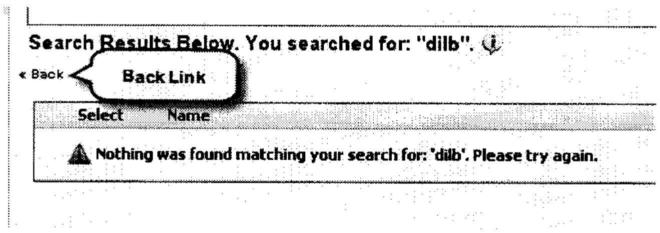
Caution: If you receive a bill and pay it in the same filing period you are not required to enter the bill first. Instead, enter payment on the bill under **Money Out – Disbursements.** If you incur a bill in one filing period but not paying it until a future filing period you must enter the bill information here.

To enter bills:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Bills from Others.**
3. Search to see whether the Recipient is already in your system by entering the name in the Recipient's Name box. Searching by the partial name of a Recipient, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next screen.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the recipient being found. To view all entities in your system do not enter a name in the Recipient's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

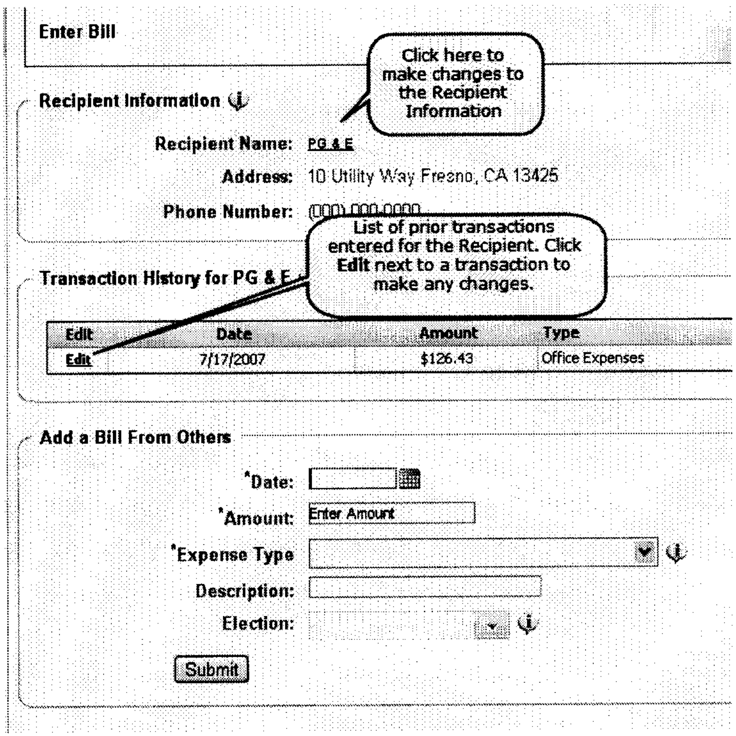
4. If no matches are found you will receive the following message:



Search Results Below. You searched for: "dilb".

Nothing was found matching your search for: 'dilb'. Please try again.

5. Click on the **Back** link and add the individual, organization or committee. Review the directions for Add An Individual, Add An Organization or Add a Committee.
6. If the Recipient you are looking for is already in your system, click **Select** on the line of that Recipient in the search results and the **Enter Bill** page is displayed **(Figure 25).**



Enter Bill

Click here to make changes to the Recipient Information

Recipient Information

Recipient Name: PG & E

Address: 10 Utility Way Fresno, CA 13425

Phone Number: (000) 000-0000

List of prior transactions entered for the Recipient. Click **Edit** next to a transaction to make any changes.

Transaction History for PG & E

Edit	Date	Amount	Type
Edit	7/17/2007	$126.43	Office Expenses

Add a Bill From Others

Figure 25

7. Complete the information under **Add a Bill from Others**:
    a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
    b. Type the amount of the disbursement.
    c. Select Expense Type for the transaction from the drop-down list. If you do not know the expense type for the transaction, select 'Other' from the drop-down list and enter a description in the description box.
    d. Type a description of the expense.
    e. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

    f. Click **Submit** and the bill amount just entered is added to the Transaction History for the Recipient. You are returned to the **Search for an Existing Recipient** page.
8. To edit this transaction search for the Recipient again and click **Edit** under the Transaction History for the recipient or go to the Edit Transactions page. See Edit a transaction.

9. To add another bill received from the same or different recipient, search for the recipient and then repeat Step 7.

Pay Bills

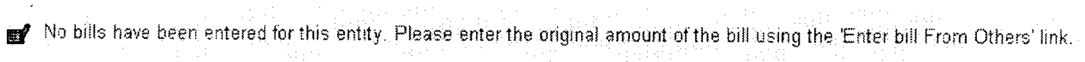
Caution: If you receive a bill and pay it in the same filing period enter the transaction under **Money Out – Disbursements.** If you incur a bill in one filing period but not paying it until a future filing period you must enter the payment information here. However, a bill cannot be paid in the E-filer system under **Pay Bills** unless the original bill has already been entered in the system under Money **Out – Bills from Others**

To pay a bill:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Bills from Others.**
3. Search to see whether the Recipient is already in your system by entering the name in the Recipient's Name box. Searching by the partial name of a Recipient, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next screen.

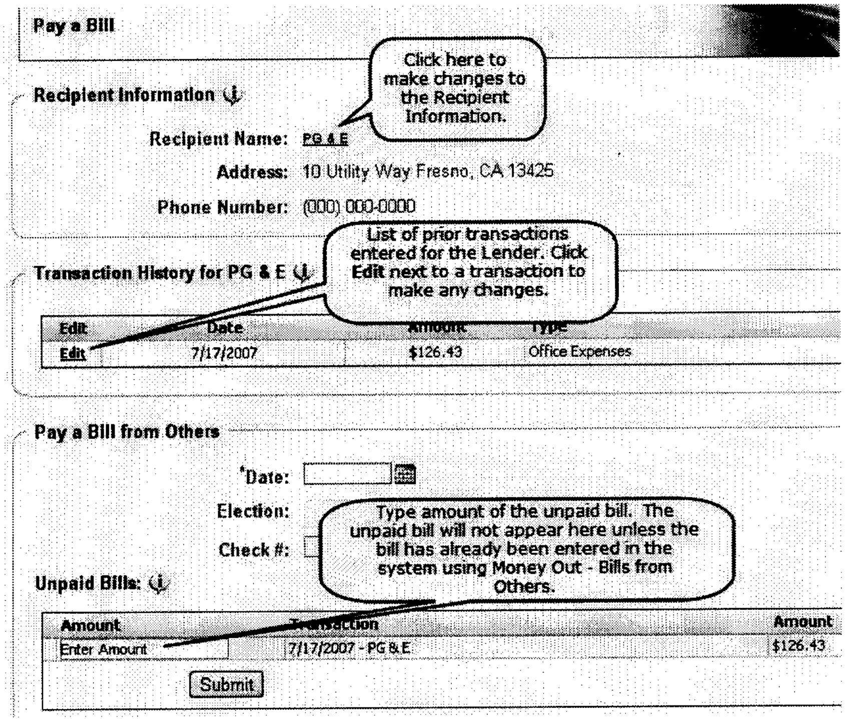
Note: Start a search with only a portion of the name entered to insure the maximum chance of the recipient being found. To view all entities in your system do not enter a name in the Recipient's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

4. Click **Select** on the line of the Recipient in the search results. If you have selected a recipient that does not have an outstanding bill entered in the system you will receive the following message:



No bills have been entered for this entity. Please enter the original amount of the bill using the 'Enter bill From Others' link.

If the recipient has an outstanding bill entered in the system, the **Pay a Bill** page is displayed (Figure 26).



Pay a Bill

Recipient Information

Recipient Name: PG & E
Address: 10 Utility Way Fresno, CA 13425
Phone Number: (000) 000-0000

Click here to make changes to the Recipient Information.

Transaction History for PG & E

List of prior transactions entered for the Lender. Click **Edit** next to a transaction to make any changes.

Edit	Date	Amount	Type
Edit	7/17/2007	$126.43	Office Expenses

Pay a Bill from Others

***Date:**
Election:
Check #:

Unpaid Bills:

Type amount of the unpaid bill. The unpaid bill will not appear here unless the bill has already been entered in the system using Money Out - Bills from Others.

Amount	Transaction	Amount
Enter Amount	7/17/2007 - PG & E	$126.43

Figure 26

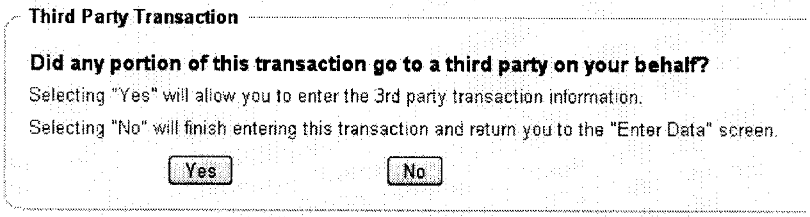
5. Complete the information under **Pay a Bill from Others**:
   a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   b. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

   c. Type check number (optional).
   d. The unpaid bills for this recipient are listed under **Unpaid Bills.** Type the amount of the payment (s) received next to the appropriate bill (s).
   e. Click **Submit.**

6. Answer Yes or No on the **Third Party Transaction** page.

Third Party Transactions



Third Party Transaction

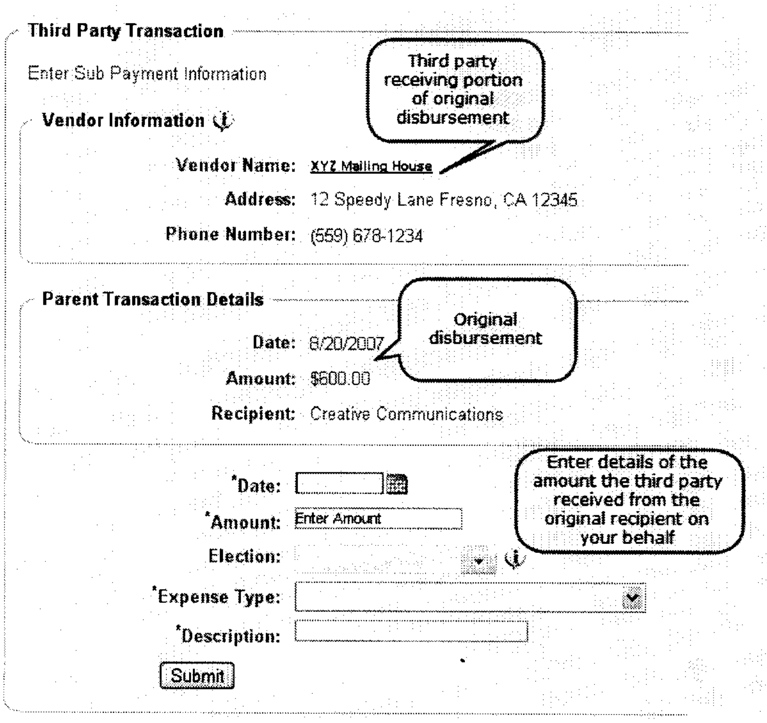
Did any portion of this transaction go to a third party on your behalf?

Selecting "Yes" will allow you to enter the 3rd party transaction information.

Selecting "No" will finish entering this transaction and return you to the "Enter Data" screen.

a. Click No if none of the transaction goes to a third party. You are returned to the **Enter Data** screen.

b. Click **Yes** if any portion of this transaction goes to a third party and the **Third Party Transaction** page is displayed (**Figure 27**).



Third Party Transaction

Enter Sub Payment Information

Vendor Information

Vendor Name: XYZ Mailing House

Address: 12 Speedy Lane Fresno, CA 12345

Phone Number: (559) 678-1234

Parent Transaction Details

Date: 8/20/2007

Amount: $600.00

Recipient: Creative Communications

*Date:

*Amount: Enter Amount

Election:

*Expense Type:

*Description:

Third party receiving portion of original disbursement

Original disbursement

Enter details of the amount the third party received from the original recipient on your behalf

Figure 27

i. Search for the Vendor. Click **Select** next to Vendor or add a new vendor.

ii. The Third Party Transaction screen shows Vendor information and Parent Transaction Details show the original disbursement.

iii. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.

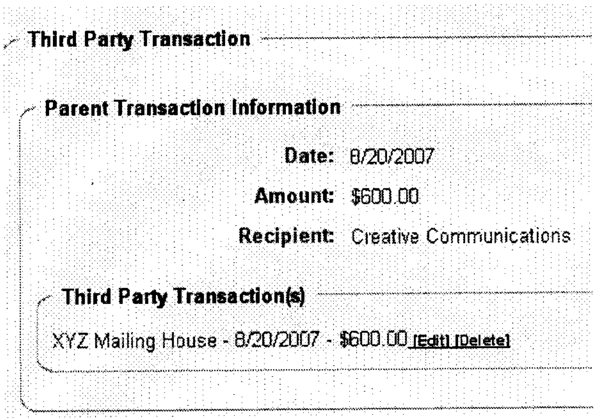
iv. Type the amount of the disbursement. An error message occurs if the amount is more than the original transaction.

v. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

vi. Select Expense Type for the transaction from the drop-down list.
vii. Type a description for the expense type.
viii. Click **Submit.**

d. The disbursement just entered is added to the Transaction History for the Primary (Parent) Recipient **(Figure 28).**



Third Party Transaction

Parent Transaction Information

Date: 8/20/2007
Amount: $600.00
Recipient: Creative Communications

Third Party Transaction(s)

XYZ Mailing House - 8/20/2007 - $600.00 [Edit] [Delete]

Figure 28

Caution: Once a payment on a bill has been entered the transaction is locked. Bill payment transactions cannot be edited after the initial entry. If a mistake is made on a bill payment, delete the payment and re-enter.

7. To pay a bill for the same or different recipient , click on **Enter Data** on the left navigation bar and then click **Money Out – Pay Bills.** Repeat Steps 3 - 6.

Payment on a Loan Received

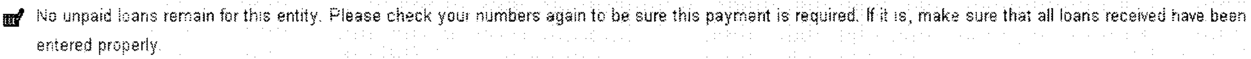
Caution: A payment cannot be made on a loan received unless the loan has already been entered in the system using the **Money In – Loan Received from Others** link.

To enter a payment on a loan received:

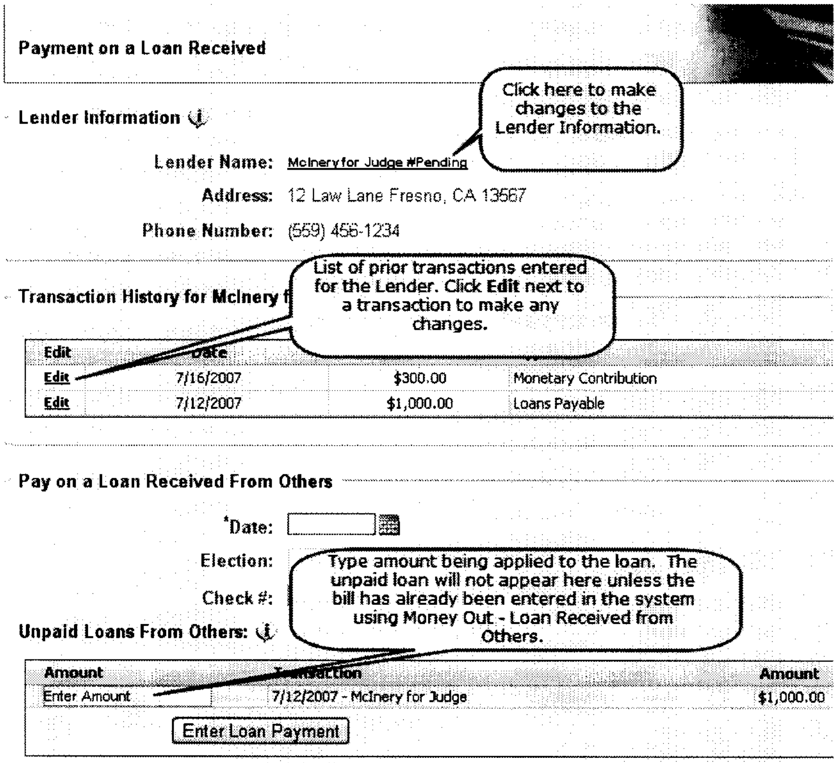
1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Pay Loan from Others.**
3. Search for the Lender by entering the name in the Lender's Name box. Searching by the partial name of a Lender, such as 'Smith', would find the name 'Joe Smith' as well as the business 'Smith Bakery' and the Committee 'Friends of Smith'. Click on **Search.** The search results are shown on the next page.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the lender being found. To view all entities in your system do not enter a name in the Lender's name box and click **Search.** Depending on the size of your database this list may be long and take time to load.

4. In the search results click **Select** on the line of the Lender you are making a payment to and the **Payment on a Loan Received** page is displayed **(Figure 29).** If there is no outstanding loan with this Lender in the E-filer system you will receive the following message:



No unpaid loans remain for this entity. Please check your numbers again to be sure this payment is required. If it is, make sure that all loans received have been entered properly.



Payment on a Loan Received

Click here to make changes to the Lender Information.

Lender Information

Lender Name: McInery for Judge #Pending

Address: 12 Law Lane Fresno, CA 13567

Phone Number: (559) 456-1234

Transaction History for McInery f

List of prior transactions entered for the Lender. Click **Edit** next to a transaction to make any changes.

Edit	Date		
Edit	7/16/2007	$300.00	Monetary Contribution
Edit	7/12/2007	$1,000.00	Loans Payable

Pay on a Loan Received From Others

***Date:**

Election:

Check #:

Unpaid Loans From Others:

Type amount being applied to the loan. The unpaid loan will not appear here unless the bill has already been entered in the system using Money Out - Loan Received from Others.

Amount	Transaction	Amount
Enter Amount	7/12/2007 - McInery for Judge	$1,000.00

Figure 29

5. Complete the information under **Pay On a Loan Received from Others**:
    a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
    b. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

    c. Type check number (optional).
    d. The outstanding loans from this Lender are listed under **Unpaid Loans from Others.** Type the amount of the payment (s) next to the appropriate loan (s). Partial payments or payments in full are accepted. If a partial payment is made the loan will continue to show in **Unpaid Loans From Others** with the unpaid balance of the loan showing in the amount column. Once the loan has been paid in full, the loan will no longer show in **Unpaid Loans From Others.**

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

    e. Click **Enter Loan Payment** and the loan payment entered is now added to the Transaction History for the Lender. You are returned to the **Search for an Existing Lender** page.

Caution: Once a payment on a loan has been entered the transaction is locked. Loan payment transactions cannot be edited after the initial entry. If a mistake is made on a loan payment, delete the payment and re-enter.

6. To add a loan payment on a loan received from a different lender, search for the lender and then repeat Step 5.

Enter Loan Made to Others

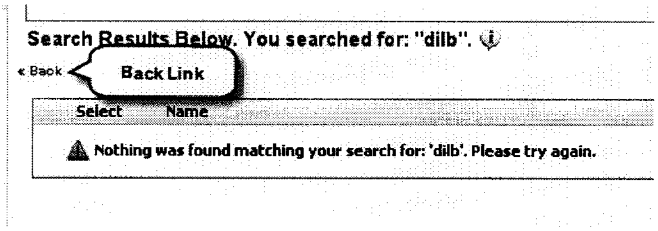
To enter a loan made to others:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Loan Made to Others.**
3. Search to see whether the Lendee is already in your system by entering the name in the Lendee's Name box. Searching by the partial name of a Lendee, such as 'Smith', would find

the name ‘Joe Smith’ as well as the business ‘Smith Bakery’ and the Committee ‘Friends of Smith’. Click on **Search**. The search results are shown on the next page.

Note: Start a search with only a portion of the name entered to insure the maximum chance of the lendee being found. To view all entities in your system do not enter a name in the Lendee’s name box and click **Search**. Depending on the size of your database this list may be long and take time to load.

4. If no matches are found you will receive the following message:



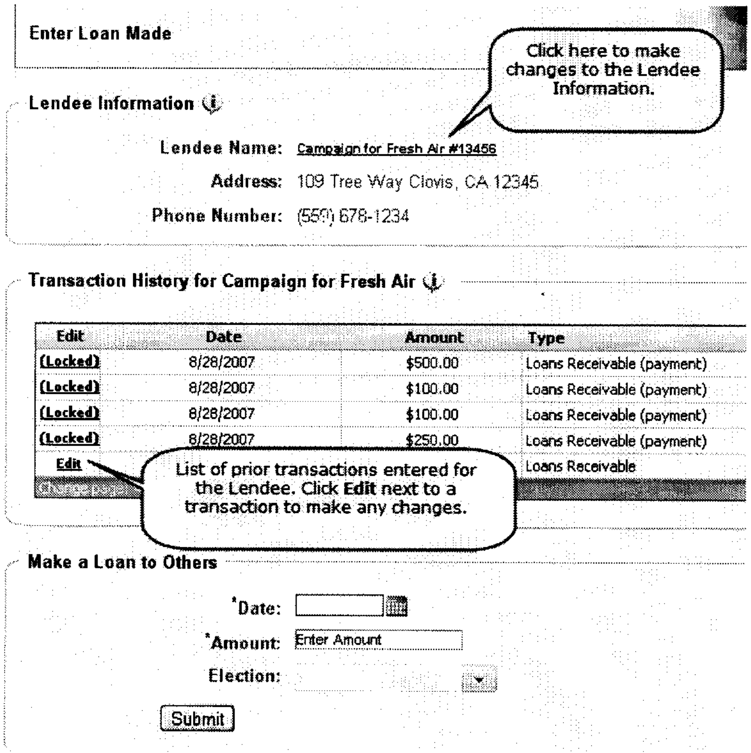
Search Results Below. You searched for: "dilb".

« Back

Back Link

Select	Name
Nothing was found matching your search for: 'dilb'. Please try again.	

5. Click on the **Back** link and follow the directions Add an Individual, Add an Organization or Add a New Committee.
6. If the Lendee you are looking for is already in your system, click **Select** on the line of that Lendee in the search results. The **Enter Loan Made** page is displayed (**Figure 30**).



Enter Loan Made

Click here to make changes to the Lendee Information.

Lendee Information

Lendee Name: Campaign for Fresh Air #13456
Address: 109 Tree Way Clovis, CA 12345
Phone Number: (559) 678-1234

Transaction History for Campaign for Fresh Air

Edit	Date	Amount	Type
(Locked)	8/28/2007	$500.00	Loans Receivable (payment)
(Locked)	8/28/2007	$100.00	Loans Receivable (payment)
(Locked)	8/28/2007	$100.00	Loans Receivable (payment)
(Locked)	8/28/2007	$250.00	Loans Receivable (payment)
Edit			Loans Receivable

List of prior transactions entered for the Lendee. Click Edit next to a transaction to make any changes.

Make a Loan to Others

*Date:
*Amount: Enter Amount
Election:

Figure 30

7. Complete the information under **Make a Loan to Others**:
    a. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
    b. Type the amount of the loan.

Note: Do not enter the $ sign or commas. Only enter a period if the amount includes cents.

    c. If required, select an election form the drop-down box to calculate for 'Per Election to Date' totals. If the election you need is not in the drop-down list, you can add a new election under 'Add a new Election'.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority.

    d. Click **Submit** and the loan just entered is added to the Transaction History for the Lendee. You are returned to the **Search for an Existing Lendee** page.
8. To edit this transaction search for the Lendee again and click **Edit** under the Transaction History for the lendee or go to the Edit Transactions page. See Edit a transaction.
9. To add another loan made to the same or different lendee, search for the lendee and then repeat Step 7.

Carry Forward Totals

New filers to NetFile can follow these instructions to carry forward cash balances, loans made etc from a previous report. This allows the beginning balances in the current reporting period to be populated correctly.

Beginning Cash Balance

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In - Monetary Contributions.**
3. Type **Receipts** in the search box and click **Search.**
4. Click **Select** next to Unitemized Receipts.
5. Enter a date prior to the disclosure statement's filing period so that this transaction does not show on the report. For example, if the filing period for this disclosure statement is 1/1/07 – 6/30/07 enter 12/31/06 in the date field.
6. If you are only carrying forward the ending cash balance of the prior reporting period enter that amount here. If you are also carrying forward any loans, loan payments or bill payments then the amount you enter here needs to be adjusted to reflect those amounts. Failure to make this adjustment will cause your Beginning Cash Balance to populate incorrectly.
7. Click **Submit.**

Loans Received From Others - Not Paid On

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Loan Received from Others.**
3. Search for the lender in the search box. Click **Select** next to the lender. If necessary, add a new lender.
4. Enter the original date and dollar amount for the loan received.
5. Click **Submit.**
6. Repeat steps 3 – 5 to add additional loans.

Loans Received From Others – With Payment (s) Applied

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money In – Loans Received from Others.**
3. Search for the lender in the search box. Click **Select** next to the lender. If necessary, add a new lender.
4. Enter the original date and dollar amount for the loan received.

5. Click **Submit.**
6. Click on **Enter Data.**
7. Click on **Money Out – Pay Loan from Others.**
8. Search for the lender in the search box.
9. Click **Select** next to the lender.
10. Enter a date prior to the disclosure statement's filing period so that this transaction does not show on the report. For example, if the filing period for this disclosure statement is 1/1/07 – 6/30/07 enter 12/31/06 in the date field.
11. Under **Unpaid Loans from Others** type the total of the payments made (up to the beginning of the reporting period being worked on) next to the loan a payment is being made against.
12. Click **Enter Loan Payment.**
13. Repeat steps 1 – 12 to add additional loans received from others that have payment (s) applied.

Unpaid Bills

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Bills from Others.**
3. Search for the Recipient to pay.
4. Click **Select** next to the Recipient.
5. Type the original date and dollar amount for the bill.
6. Select an Expense Type for this bill.
7. Click **Submit.**
8. Repeat steps 3- 7 to add additional unpaid bills.

Unpaid Bills – With Payment (s) Applied

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Bills from Others.**
3. Search for the Recipient to pay.
4. Click **Select** next to the Recipient.
5. Type the original date and dollar amount for the bill.
6. Select an Expense Type.
7. Click **Submit.**
8. Click on **Enter Data.**
9. Click on **Money Out – Pay Bills.**
10. Search for the Recipient to pay.

11. Click **Select** next to the Recipient.
12. Enter the date of payment.
13. Under **Unpaid Bills** type the dollar amount to be applied to the bill being paid.
14. Click **Submit** to apply payment to the bill.
15. If necessary, enter Third Party Transaction information.
16. Repeat steps 2 – 15 to add unpaid bills that have payment (s) applied.

Loans Made to Others - Not Paid On

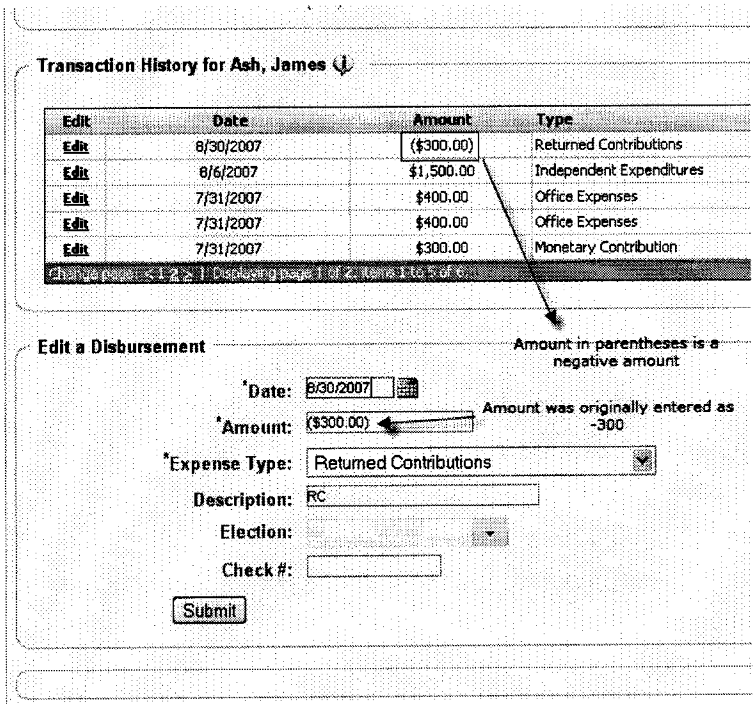
1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Loan Made to Others.**
3. Search for the lendee in the search box or add a new lendee.
4. Click **Select** next to the lendee.
5. Enter the original date and dollar amount for the loan received.
6. Click **Submit.**
7. If adding another loan for the same lendee, enter the information and click **Submit.**
8. If adding a loan to a different lendee, repeat steps 1-7.

Loans Made to Others – With Payment (s) Applied

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Money Out – Loan Made to Others.**
3. Search for the lendee in the search box or add a new lendee.
4. Click **Select** next to the lendee.
5. Enter the original date and dollar amount for the loan made to the lendee.
6. Click **Submit.**
7. Click on **Enter Data.**
8. Click on **Money In – Payment Received on a Loan Made to Others.**
9. Search for the lendee in the search box.
10. Click **Select** next to the lendee.
11. Enter a date prior to the disclosure statement's filing period so that this transaction does not show on the report. For example, if the filing period for this disclosure statement is 1/1/07 – 6/30/07 enter 12/31/06 in the date field.
12. Under **Unpaid Loan to Others** type the total of the payments received (up to the beginning of the reporting period being worked on) next to the loan a payment is being made on.
13. Click **Enter Loan Payment.**
14. Repeat steps 2 – 13 to add additional loans made to others that have payment (s) applied.

Returned Contributions

The process for entering a returned contribution will vary depending on how you need to report the contribution. If you are not sure how to report the returned contribution, contact your filing authority and/or refer to the FPCC Campaign Disclosure Manual for your type of committee. If necessary, you may report a negative transaction to offset the original transaction by adding a new transaction (contribution or disbursement) using a negative number in the amount field. The negative amount is shown in parentheses ( ) on the transactions page **(Figure 31)**.



Transaction History for Ash, James

Edit	Date	Amount	Type
Edit	8/30/2007	($300.00)	Returned Contributions
Edit	8/6/2007	$1,500.00	Independent Expenditures
Edit	7/31/2007	$400.00	Office Expenses
Edit	7/31/2007	$400.00	Office Expenses
Edit	7/31/2007	$300.00	Monetary Contribution

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 5 of 6

Amount in parentheses is a negative amount

Edit a Disbursement

*Date: 8/30/2007

*Amount: ($300.00)

Amount was originally entered as -300

*Expense Type: Returned Contributions

Description: RC

Election:

Check #:

Figure 31

Add an Election

In order for filers to total transactions per election cycle on their disclosure statements the election cycle needs to be created in the system.

Caution: Not all filers are required to total transactions per election cycle. Please check with your filing authority to see whether you are subject to contribution limits that may require you disclose cumulative amounts received from each contributor during a specified period.

To add an Election cycle to your account:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Add - Add Election for Election to Date Totals.**
3. Type a caption for the election cycle e.g. if the election cycle you are entering is for the Primary Election in 2008, enter Primary 2008.
4. Type the date of the election in MMDDYY format (e.g. March 13th 2007 would be entered 031307) or click on the Calendar pop-up and select the date.
5. Select the election type from the drop-down list.
6. Click **Submit.**

Upload a .CAL

Use this function to upload data created with third party software into the NetFile e-filing system. The system accepts complete .CAL filings only. No partial .CAL's are accepted. When a .CAL file is uploaded and validated the transactions are entered into your account and then e-filed with the filing authority. The file then becomes the e-filed Disclosure Report for the period stated within the .CAL and can be reviewed under **Document Index** ≫ **View E-filed Disclosure Statements.**

Caution: To be uploaded a .CAL document must be valid per the CAL 2.01 specifications. If you have previously filed with the Secretary of State and the filing was accepted, then the .CAL should be acceptable for uploading into your account.

To upload a .CAL file:

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Add – Upload a .CAL Document.**
3. Select the **Type of Form** being uploaded from the drop-down list (FPPC Form 460, FPPC Form 496, or FPPC Form 497).
4. Type a valid e-mail address to receive validation results.
5. Click Browse…to select the .CAL to be uploaded.
    a. In the pop-up box, browse to and select the file to upload.
    b. Click **Open** on the pop-up box to select it for upload.
6. Click **Submit** to upload the selected .CAL.
7. You will receive message 'Your upload has been received.' This means that the .CAL has been uploaded and is waiting to be validated and E-filed. This can take several minutes depending on the size of the .CAL
8. An e-mail is sent to the e-mail address entered in Step 4 regarding the creation of the paper copy and the e-filing itself.

Note: The system will reject an e-filing if a completed, accepted e-filing for that period has already been found in the system.

9. Check **Document Index** ≫ **View E-filed Disclosure Statements** to confirm the E-filing has been accepted and filed.

Note: It is the responsibility of the filer to insure e-filings and paper filings are correct and filed before the filing deadline has passed.

Edit or Delete an Individual

Edit an individual

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Individuals Info.**
3. Search by first or last name.
4. A list of possible individuals to match the search shows on the next screen.
5. Click **Edit** next to the individual whose information needs to be edited.
6. Update the fields as necessary and click **Submit**. You will receive the message 'Your information was entered successfully' at the top of the screen.

Delete an individual

Note: Individuals cannot be deleted if there are transactions tied to them in the system. If you need to delete an individual, first remove **all** linked transactions from the individual. To find out which transactions are linked to the individual and delete them use Edit a Transaction and search by Name.

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Individuals Info.**
3. Search by first or last name.
4. A list of possible individuals to match the search shows on the next screen.
5. Click **Delete** next to the individual to be deleted.

Caution: Deleting an individual is permanent - there is no way to bring the item back.

Edit or Delete an Organization/Committee

Edit an organization/committee

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Committee/Business Info.**
3. Search by the name of the organization, business or committee by typing in a partial name in the **Organization Name** box.
4. A list of possible organizations or committees to match the search shows on the next screen.
5. Click **Edit** next to the organization or committee whose information needs to be edited.
6. Update the fields as necessary and click **Submit**. You will receive the message 'Your information was entered successfully' at the top of the screen.

Delete an organization/committee

Note: Organizations or Committees cannot be deleted if there are transactions tied to them in the system. If you need to delete an organization or committee, first remove all linked transactions from the organization or committee. To find out which transactions are linked to the organization or committee and delete them use Edit a Transaction and search by Name.

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Committee/Business Info.**
3. Search by the Organization or Committee name.
4. A list of possible organizations or committees to match the search shows on the next screen.
5. Click **Delete** next to the organization or committee to be deleted.

Caution: Deleting an organization or committee is permanent - there is no way to bring the item back.

Edit or Delete an Election

Edit an election

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Elections for 'Election to Date'** totals.
3. A list of the elections entered in your system shows on the next screen.
4. Click **Select** next to the election to be edited. The following fields can be edited:
    a. The caption for the election cycle. The caption is the name that appears in the drop-down list for areas in the filer system where an election cycle can be selected.
    b. The date of the election. Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
    c. Election type. Select from the drop-down list.
5. Click **Submit.**
6. The updated election cycle is now available to use during data entry.

Delete an election

Note: Elections cannot be deleted if there are transactions tied to them in the system. If you need to delete an election, first remove the election reference from all linked transactions. To find out which transactions are linked to the election and delete them use Edit a Transaction and search by Election.

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Elections for 'Election to Date'** totals.
3. A list of the elections entered in your system shows on the next screen.
4. Click **Delete** next to the election to be deleted.

Caution: Deleting an election is permanent - there is no way to bring the item back

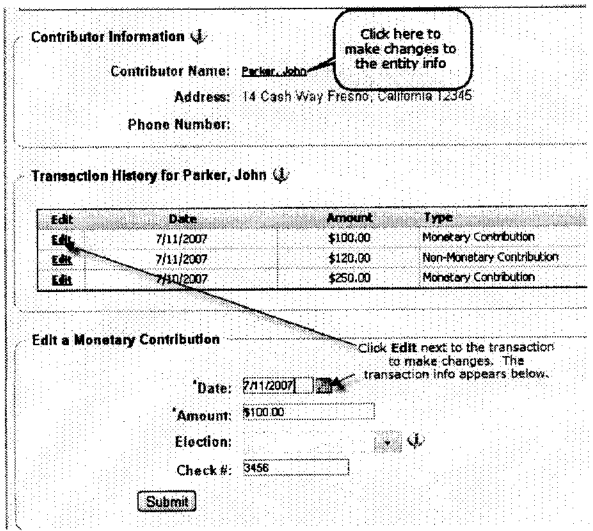
Edit or Delete a Transaction

Edit a transaction

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Transactions.**
3. Search for the transaction to edit. Search by one of the following:
   a. Name (name of the entity the transaction is associated with).
      Enter a partial name of the entity to insure the maximum chance the entity will be found.
   b. Date of transaction.
      Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   c. Election associated with the transaction. Select from the drop-down list.

Note: You must have associated an election with a transaction to be able to search by election.

   d. To show all transactions in your account leave all fields blank. This list can become very large.
4. Click **Search** and the results are shown on the bottom of the screen.
5. Click on **Edit** next to the transaction to be edited. The page showing the entity and the transactions associated with that entity is displayed (**Figure 32**).



Contributor Information

Contributor Name: Parker, John

Address: 14 Cash Way Fresno, California 12345

Phone Number:

Click here to make changes to the entity info

Transaction History for Parker, John

Edit	Date	Amount	Type
Edit	7/11/2007	$100.00	Monetary Contribution
Edit	7/11/2007	$120.00	Non-Monetary Contribution
Edit	7/10/2007	$250.00	Monetary Contribution

Edit a Monetary Contribution

Click **Edit** next to the transaction to make changes. The transaction info appears below.

*Date: 7/11/2007

*Amount: $100.00

Election:

Check #: 3456

Figure 32

6. To make changes to the entity's information click on the name of the entity. Make appropriate changes on the entity information screen and click **Submit**. Use back button on your browser to return to edit the transaction.
7. Make appropriate changes to the transaction fields and click **Submit.**
8. To edit other transactions for this entity click on **Edit** next to the transaction to be edited in the Transaction History for the entity. Make appropriate changes to the transaction field and click Submit.

Delete a transaction

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Transactions.**
3. Search for the transaction to delete. Search by one of the following:
   a. Name (name of the entity the transaction is associated with).
      Enter a partial name of the entity to insure the maximum chance the entity will be found.
   b. Date of transaction.
      Type the date of the transaction in MMDDYY format (e.g. March 13th 2006 would be entered 031306) or click on the Calendar pop-up and select the date.
   c. Election associated with the transaction. Select from the drop-down list.
   d. To show all transactions in your account leave all fields blank. This list can become very large.

Note: You must have associated an election with a transaction to be able to search by election.

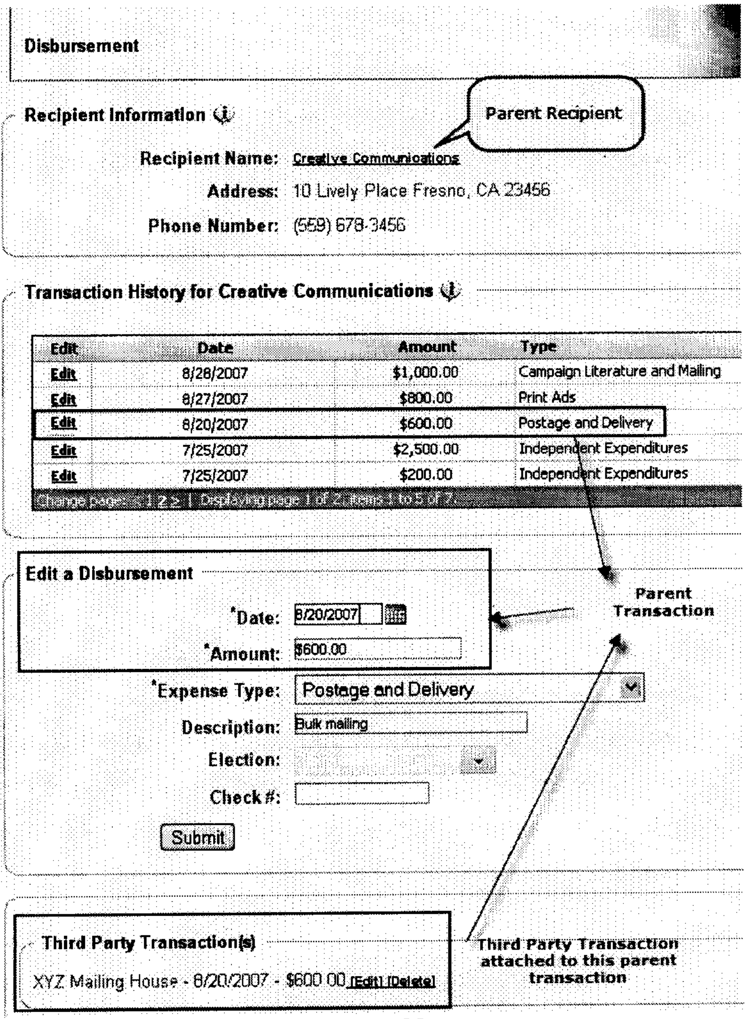
4. Click **Search** and the results are shown on the bottom of the screen.
5. Click on **Delete** next to the transaction to be deleted.
6. A message screen asks whether you are sure you want to delete the transaction. If you do not want to delete the transaction click **Cancel.** To continue with the deletion, click **Delete.**
7. You are returned to the transaction search screen. You will see a message on the screen 'The Item was deleted successfully'.

Caution: Deleting a transaction is permanent – a transaction cannot be recovered once it is deleted.

Edit or Delete a Third Party Transaction/Independent Expenditure

Third party transactions and independent expenditures can only be edited or deleted through the parent transaction that created them. See **Figure 33.** In this example, XYZ Mailing House would show up in a Search but would not show this third party transaction in their transaction history.

1. On the left navigation bar, click on **Enter Data.**
2. Click on **Edit - Edit Transactions.**
3. Search for the parent recipient.
4. Click **Edit** on the parent transaction with the third party transaction associated with it.
5. Click **Edit** or **Delete** next to the Third Party Transaction.



Disbursement

Recipient Information

Recipient Name: Creative Communications
Address: 10 Lively Place Fresno, CA 23456
Phone Number: (559) 678-3456

Transaction History for Creative Communications

Edit	Date	Amount	Type
Edit	8/28/2007	$1,000.00	Campaign Literature and Mailing
Edit	8/27/2007	$800.00	Print Ads
Edit	8/20/2007	$600.00	Postage and Delivery
Edit	7/25/2007	$2,500.00	Independent Expenditures
Edit	7/25/2007	$200.00	Independent Expenditures

Change page: < 1 2 > | Displaying page 1 of 2, items 1 to 5 of 7.

Edit a Disbursement

*Date: 8/20/2007
*Amount: $600.00
*Expense Type: Postage and Delivery
Description: Bulk mailing
Election:
Check #:

Third Party Transaction(s)

XYZ Mailing House - 8/20/2007 - $600.00 [Edit] [Delete]

Figure 33

Document Index

The Document Index is where all disclosure statements from your account are created, viewed and e-filed. A paper copy that you can file with your filing authority can be printed from here as well.

E-Filing Process

The process for e-filing a disclosure statement through NetFile is:

1. Create a new Disclosure Statement which is based on all the information entered into your account up to the date of creation of the draft disclosure statement. At this point the Disclosure Statement is a draft version.
2. The draft Disclosure Statement is placed in **View Draft Disclosure Statements** for review.
3. If the draft Disclosure Statement is acceptable, proceed to e-file the statement.
4. If the draft Disclosure Statement is not acceptable, and changes need to be made to the transactions in your system, delete the draft statement and make the necessary account changes and create a new draft disclosure statement.
5. Once a disclosure statement has been e-filed correctly:
   a. A copy is placed in **View E-filed Disclosure Statements.**
   b. A copy is sent to your filing authority.
   c. A copy with no addresses (redacted copy) is placed on the public viewing section of your filing authority's e-filing system.

Create New Disclosure Statements

1. On the left navigation bar, click on **Document Index.**
2. Click on **Create Disclosure Statements.**
3. Click on **FPPC Form 460.**

Note: At this time the FPPC Form 460 is the only choice for the type of disclosure statements to create. As other disclosure statements come on line, they will be added to this list.

4. Start and end date. Enter for the period covered in the report. Enter dates in the MM/DD/YYYY format.
5. Disclosure Statement Filing Date. Defaults to today's date. Change accordingly.

6. Date of the election. Enter if you are filing this statement as a pre-election statement in connection with an election.
7. Type of Statement. Select from the drop-down list.
8. Sort Order. Optional. Select the sort order (by date or name) of the transactions being placed on the disclosure statement.
9. Amendment. If the report is an amendment enter the amendment number. If this is the first amendment for the disclosure statement, enter '001'. If this is the second amendment, enter '002' etc.
10. Amendment Description. If the report is an amendment, enter a brief description of the reason for the amendment (up to 300 characters).
11. Starting Date Override. Enter the start date for calculating cumulative Column B totals.

Caution: Only complete this field if instructed by a filing official.

12. E-mail address. Optional. Enter a valid e-mail address to be notified by e-mail when your draft document is ready for reviewing from Document Index – View Draft Disclosure Statements.
13. Click **Create Draft Report.** Once the disclosure statement is finished it is placed into the Document Index – View Draft Disclosure Statements.

Note: Depending on how large the report is, the creation of the disclosure statement could take a few seconds to several minutes. You can leave this screen and continue working in your account.

View Draft Disclosure Statements

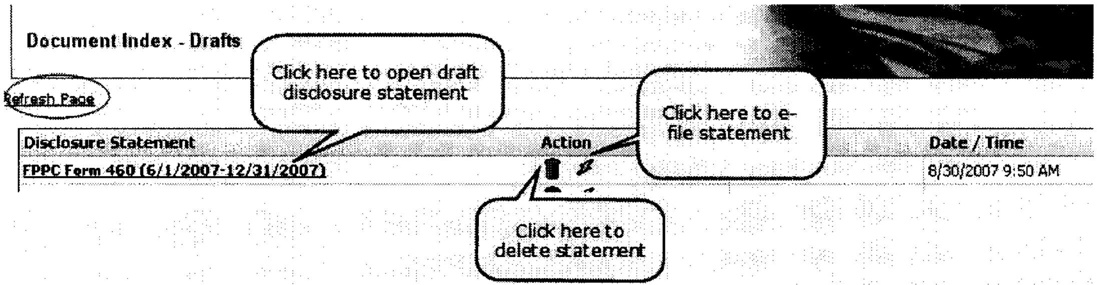
The draft disclosure statement is a 'snapshot' of the transactions in your account at the time it was created.

Caution: If changes were made to the data after the creation date of the report and these changes need to be reflected in this disclosure statement then you will need to create a new disclosure statement.

To view a draft disclosure statement:

1. On the left navigation bar, click on **Document Index.**
2. Click on **View Draft Disclosure Statement.**

3. A list of disclosure statements available for review/e-filing is shown.
4. To review the disclosure statement, click on the link to the statement itself **(Figure 34)**.


Document Index - Drafts

Refresh Page

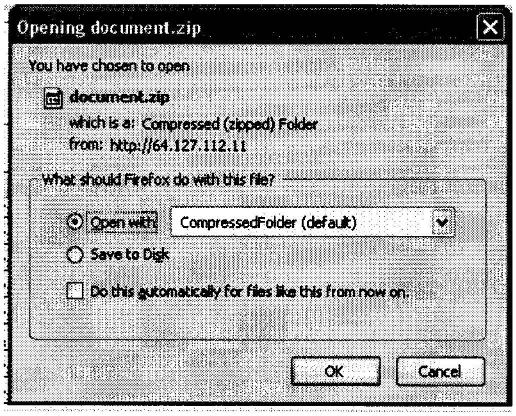
Disclosure Statement	Action	Date / Time
FPPC Form 460 (6/1/2007-12/31/2007)		8/30/2007 9:50 AM

Click here to open draft disclosure statement
Click here to e-file statement
Click here to delete statement

Figure 34

Note: If you have recently created the draft statement you want to review and it is not showing on the list, click on **Refresh Page.**

5. After clicking on the statement, the following screen displays as the disclosure statement is in a compressed file. Click **OK** and the folder unzips. If the folder does not unzip you will need to download and install a compression utility program. See Requirements.


Opening document.zip

You have chosen to open

document.zip

which is a: Compressed (zipped) Folder

from: http://64.127.112.11

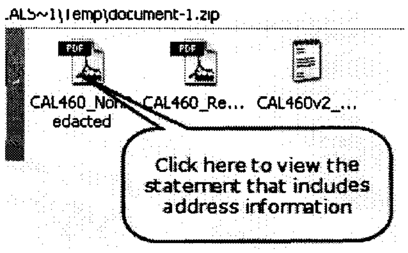
What should Firefox do with this file?

● Open with: CompressedFolder (default)

○ Save to Disk

☐ Do this automatically for files like this from now on.

6. There are 3 different files inside of the compressed file:


.AL5~1\Temp\document-1.zip

CAL460_Non-Redacted
CAL460_Re...
CAL460v2_...
Click here to view the statement that includes address information

a. CAL460_NonRedacted.PDF

The non-redacted version of the disclosure statement. This file is the one to open and review as all the address information is viewable.

b. CAL460_Redacted.PDF

The redacted version of the disclosure statement. This copy of the disclosure statement is placed on the public site. It is identical to the non-redacted version except that there is no address information due to privacy issues.

c. CAL460v2.01.00.txt

This is the actual e-filing file but is only used by those filers who have an obligation to file with the California Secretary of State. You will need to use a third party software program to e-file this with the Secretary of State since their e-filing system is not compatible with the NetFile e-filing system.

7. Double click on the non-redacted file and it will open in your PDF Viewer.

Note: If the file does not open in a PDF viewer you will need to download and install a PDF Viewer. See Requirements.

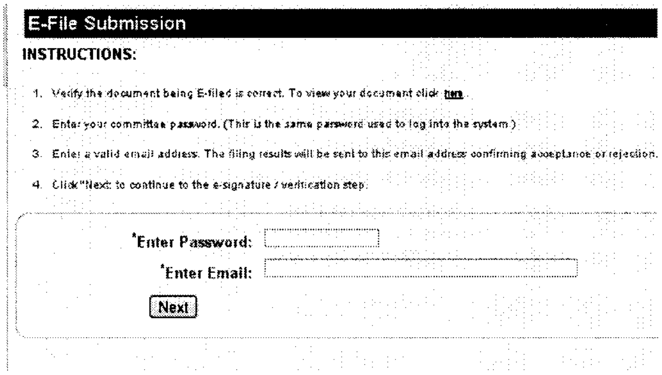
8. If you wish to print the statement, print a copy from your PDF viewer to your local printer. If this copy is correct, close the PDF viewer and the compressed file and you are returned to the draft section of your account. Continue to section E-File Draft Disclosure Statement.

Caution: Once a disclosure statement is acceptable and ready to e-file, we recommend that you delete all other draft copies of this document from your document index draft section to avoid e-filing an incorrect copy by mistake. Click on the trash icon next to the document to delete it.

E-File Draft Disclosure Statement

1. From the list of disclosure statements available for review/e-filing in the **View Draft Disclosure Statement** section of your Document Index, click on the lightning bolt icon next to the document to be e-filed **(See Figure 34)**.

2. On the first e-file submission page (**Figure 35**):



E-File Submission

INSTRUCTIONS:

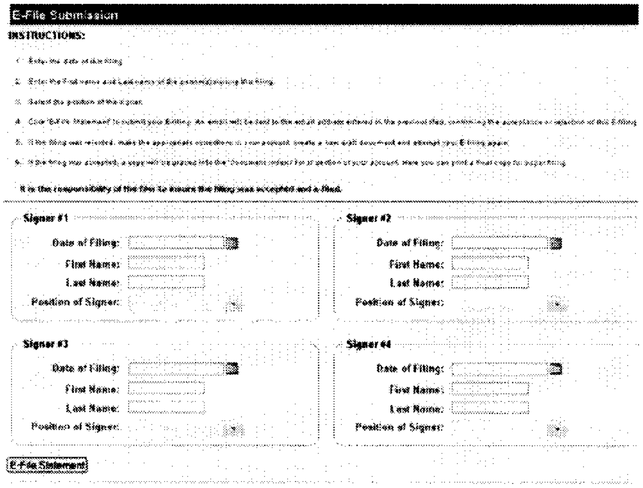
1. Verify the document being E-filed is correct. To view your document click here.
2. Enter your committee password. (This is the same password used to log into the system.)
3. Enter a valid email address. The filing results will be sent to this email address confirming acceptance or rejection.
4. Click "Next" to continue to the e-signature / verification step.

*Enter Password:
*Enter Email:
Next

Figure 35

   a. Enter Password. Type the same password used to log into the system.
   b. Enter Email. Type a valid e-mail address. The filing results will be sent to this e-mail address confirming acceptance or rejection of the e-filing.
   c. Click **Next**.

3. On the second e-file submission page (**Figure 36**) enter the following information for e-signature verification.



E-File Submission
INSTRUCTIONS:
Signer #1
Date of Filing:
First Name:
Last Name:
Position of Signer:
Signer #2
Date of Filing:
First Name:
Last Name:
Position of Signer:
Signer #3
Date of Filing:
First Name:
Last Name:
Position of Signer:
Signer #4
Date of Filing:
First Name:
Last Name:
Position of Signer:
E-File Statement

Figure 36

   a. Enter the date of this filing.
   b. Type First and Last name of the person signing.
   c. Select the position of the signer from the drop-down list.
   d. Repeat the information for each person signing the disclosure statement (up to 4 people).
   e. Click **E-File Statement** to submit the document to the e-filing system for validation.

4. As soon as processing is complete, an e-mail is sent to the e-mail address entered in Step 2 confirming that the e-filing has been accepted or rejected.
5. If accepted, a copy is placed in **View E-filed Disclosure Statements** for a record. This final copy (the non-redacted version) should be printed, signed and filed with your local filing authorities. The e-filed version and the paper version are identical.
6. If rejected, make the appropriate changes in your account; create a new draft document and e-file again.

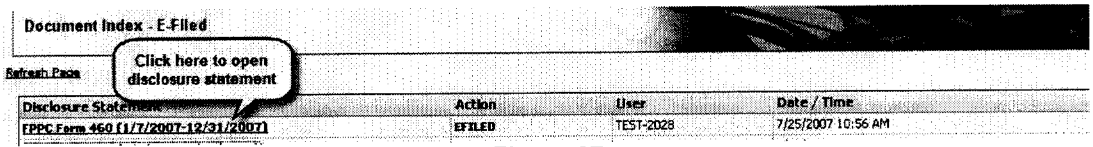
⚠ **Caution:** Until your e-filed document is accepted and a copy is placed in your Document Index-View E-filed Disclosure Statements, it has NOT been e-filed. It is the responsibility of the filer to insure the filing was accepted and e-filed.

Delete Draft Disclosure Statement

1. Click on **View Draft Disclosure Statement** under the Document Index.
2. A list of disclosure statements available for review/e-filing is shown.
3. Click on the trash can 🗑 next to the draft disclosure statement that you want to delete.

View E-Filed Disclosure Statements

1. Click on **View E-filed Disclosure Statements** under the Document Index.
2. A list of disclosure statements that have been e-filed is shown.
3. To review the disclosure statement, click on the link to statement itself (**Figure 37**).

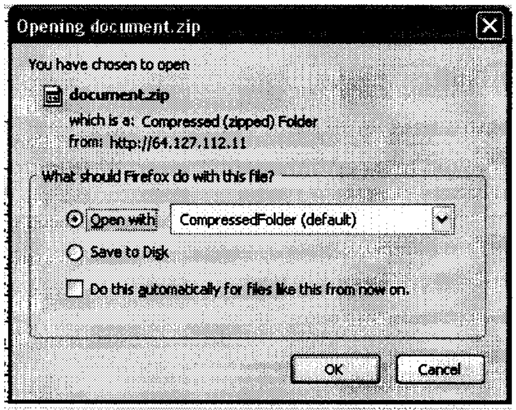


Click here to open disclosure statement

Disclosure Stat	Action	User	Date / Time
FPPC Form 460 (1/7/2007-12/31/2007)	EFILED	TEST-2028	7/25/2007 10:56 AM

Figure 37

4. After clicking on the statement, the following screen displays as the disclosure statement is in a compressed file. Click **OK** and the folder unzips. If the folder does not unzip you will need to download and install a compression utility program. See Requirements.



Opening document.zip

You have chosen to open

document.zip

which is a: Compressed (zipped) Folder

from: http://64.127.112.11

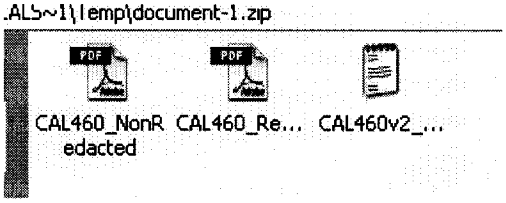
What should Firefox do with this file?

● Open with: CompressedFolder (default)

○ Save to Disk

☐ Do this automatically for files like this from now on.

5. There are 3 different files inside of the compressed file:



.AL5~1\Temp\document-1.zip

6. Double click on the non-redacted file (all address information is viewable) and it will open in your PDF Viewer.

Note: If the file does not open in a PDF viewer you will need to download and install a PDF Viewer. See Requirements.

7. If you wish to print the statement, print a copy from your PDF viewer to your local printer.

Create an Electronic Amendment

A previously e-filed disclosure statement can be amended electronically.

Note: The amendment that is e-filed is not a partial amendment (showing only the data that was corrected and/or added) but a full amendment (showing both the original and amended data without differentiation). To file a partial amendment you must file a paper amendment.

To file an amendment electronically:

1. Edit the data in your system that was incorrect and/or add data that was omitted.

2. On the left navigation bar, click on **Document Index.**
3. Click on **Create Disclosure Statements.**
4. Click on **FPPC Form 460.**
5. Enter the start and end dates that correspond to the original statement that is being amended.
6. The disclosure statement Filing Date defaults to today's date. Change if necessary.
7. Select the type of statement from the drop-down list that corresponds to the statement that is being amended.
8. Type the correct amendment number. The system does not check the number sequencing of any prior amendments. If this is the first amendment for the disclosure statement, enter '001'. If this is the second amendment, enter '002' etc.

Note: To change the default amendment number, either highlight the '000' and type in '001' or '002' etc (remember to add the leading zeroes otherwise the number entered will be '100' or '200' etc), or place your cursor before the '0' to be changed and type in the correct number.

9. Type a brief description of the reason for the amendment (up to 300 characters). This explanation prints on Section 2 of the 460 Cover Page.
10. Type a valid e-mail address to be notified by e-mail when your draft amendment document is ready for reviewing from Document Index – View Draft Disclosure Statements.
11. Click **Create Draft Report.** Once the amended disclosure statement is finished it is placed into the Document Index – View Draft Disclosure Statements.
12. View the draft amendment. Follow the instructions for View Draft Disclosure Statements.
13. E-file the amendment. Follow the instructions for E-File Draft Disclosure Statement.
14. To view the e-filed amendment, follow the instructions for View E-Filed Disclosure Statements.